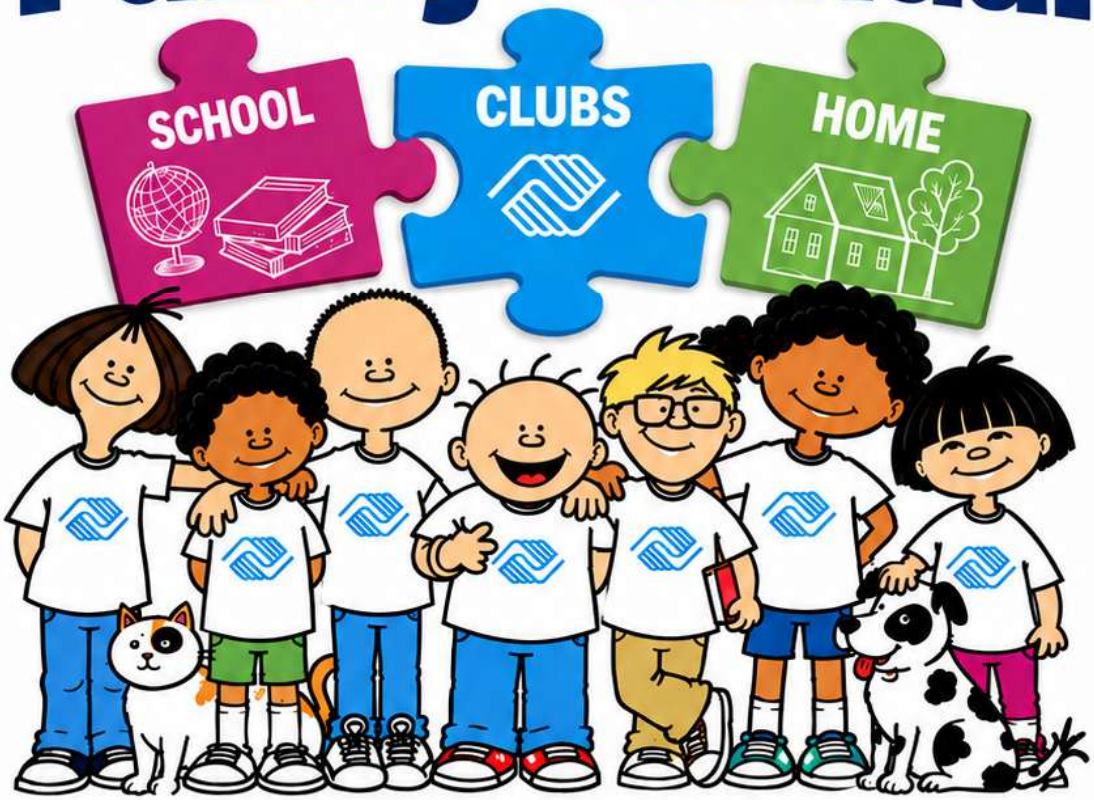
BOYS & GIRLS CLUB
OF BRISTOL

School-Based Family Manual



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Revised: October 6th, 2026

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Welcome

This School-Based Family Manual outlines the policies and practices that are important for families who participate in the Boys & Girls Club of Bristol School-Based and Summer programs to know. It was created to present our policies and practices in one reference source and to conform to certain state and federal laws by conveying necessary information to our families and is designed to serve as a helpful resource and guide to ensure a positive and successful experience for all members. The Bristol Boys & Girls Club Association (referred to throughout this manual as the "Boys & Girls Club of Bristol" or "BBGC"). The Boys & Girls Club of Bristol admits all children regardless of race, color, nationality, or religious background. We'd like to exchange thoughts and information on your child whenever necessary with you and we welcome you to do the same. Please feel free to share your time, talents, and treasures with us. We would love to see you!

The Boys & Girls Club of Bristol School-Based Programs would like to take this opportunity to welcome your family into our program. Please use this School-Based Family Manual as a reference guide to help answer any questions you may have about our services. If you need further clarifications, please feel comfortable approaching our staff with any questions and concerns regarding our services.

The decision to place your child in childcare is a difficult one, but sometimes a necessary one for parents/guardians to be able to support their families, or to provide their children with an opportunity to socialize and learn. Let us help to make the transition comfortable for both you and your child and to make your decision to choose the Boys & Girls Club of Bristol's childcare programs the right choice for your childcare needs.

Best Regards,

Barbara Dalton & Amanda Wiegert
Directors of School-Based Programs

Section 1: Guiding Principles

Organizations Mission and Vision Statements

Mission - To enable all young people, especially those who need us most, to realize their full potential as caring, responsible, and productive citizens.

Vision - Provide a world-class Club experience that assures success is within reach of every young person who walks through our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

Our Commitment to Inclusion

We believe every kid has what it takes. The mission and core beliefs of the Boys & Girls Club of Bristol fuel our commitment to promoting safe, positive and inclusive environments for all. Boys & Girls Clubs of America supports all youth and teens – of every race, ethnicity, gender, gender expression, sexual orientation, ability, socio-economic status, and religion – in reaching their full potential.

Objectives

Boys & Girls Club of Bristol programs seek to foster an environment that is satisfying and beneficial on several levels.

Professional
To maintain our reputation and prominence in the community.

Ethical
To naturally integrate our individual and family core values in creating and maintaining a positive environment for everybody involved.

Social
To operate the organization in a way that actively recognizes the central role that our organization plays in the community.

Personal
To maintain an environment that fosters the personal development and goals of individuals.

Philosophy and Goals

The Boys & Girls Club of Bristol is dedicated to providing affordable, accessible, high-quality childcare services for the greater Bristol/Burlington area. Through a shared partnership between our families, school faculty, and our staff, we provide your children with a safe, positive, and engaging experience.

We believe the strength of our program lies in the dedication of our professional staff. We support our staff with training, resources, and freedom to create unique learning experiences for our Club members. We also believe in positive methods of behavior guidance.

Parent/guardians involvement is a vital part of a childcare program. Parent/guardians are the most significant adults in a child's life. We work to create mutual respect between parents, school personnel, and Club staff resulting in a partnership for the benefit of the child. We have an open-door policy, so you are welcome to drop in at any time. The Boys & Girls Club of Bristol strives to:

- Promote **positive relationships** for all children and adults encourage each child's sense of individual worth.
- Promote the **nutrition and health** of children and protect children and staff from injury and illness.
- Employ a **youth development staff** that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development, and to

support families' diverse needs and interests.
- Establish and maintain collaborative **family relationships.**
- Establish relationships with and use the resources of the **community** to support the achievement of our priority outcomes.
- Provide a **safe and healthy** physical environment.
- Implement strong personal, fiscal, and program **management policies** so that all children, families, and staff have high-quality experiences.

Priority Outcomes

Academic Success
Graduate from high school ready for college, trade school, military, or employment.

Good Character and Citizenship
Be an engaged citizen involved in the community, register to vote, and model strong character.

Healthy Lifestyles
Adopt a healthy diet, practice healthy lifestyle choices, and make a lifelong commitment to fitness.

Five Key Elements for Positive Youth Development

We have learned that the level of impact a Club has on young people depends on how often and how long members participate, as well as how well the Club implements the following five key elements:

Safe, Positive Environment
Club staff, facilities, program and age-appropriate settings create stability, consistency and a sense of physical and emotional safety for members. The Club provides structure and clearly defines acceptable behaviors.

Fun
Club generates fun for members. Members develop a strong sense of belonging through connections they establish with staff and peers. Staff members make the Club feel like home, fostering a family atmosphere and creating a sense of ownership for members.

Supportive Relationships
Club youth develop meaningful relationships with peers and adults. Staff members actively cultivate such relationships to ensure that every member feels connected to one or more adults and peers. Staff members demonstrate warmth, caring, appreciation, acceptance, and proper guidance in their connections with members.

Opportunities and Expectations
Club youth acquire physical, social, technological, artistic and life skills. Clubs encourage members to develop a moral character and behave ethically. Staff members establish and reinforce high expectations and help young people do well in school and pursue a post-secondary education.

Recognition
Clubs recognize and support young people's self-worth and accomplishments. Staff members encourage youth, provide positive reinforcement as they make improvements, and experience successes. The Club highlights young people's achievements.

Section 2: General Operations

Calendar and Hours of Operation for School-Based Programs

All sites, with the exception of Lake Garda Clubhouse, open at 6:30 a.m. and close promptly at 6:00 p.m. Lake Garda Clubhouse opens at 7:00 a.m. and closes at 6:00 p.m. ***Hours are subject to change with advance notice.***

On non-school days and during our summer program, care is provided at our main Club at 255 West St., our program opens at 7:30 a.m. and closes at 5:30 p.m. ***Hours are subject to change with advance notice.***

We are open Monday-Friday except for the following holidays and closures:

- New Year's Day
- MLK Day
- Good Friday
- Memorial Day
- Juneteenth Day
- Independence Day
- The week before our Summer Program begins (June)
- The week prior to the start of the school year (shutdown)
- Labor Day
- Indigenous Peoples' Day/Columbus Day
- Thanksgiving Day and the day after
- Christmas Holiday Recess
- BBGC is closed for Snow Day Care

Before & After School-Based Locations (Clubhouses)

Greene-Hills Clubhouse greene-hills@bbgc.org (860) 584-7822 ext. 8	**Hubbell Clubhouse** hubbell@bbgc.org (860) 584-7842 ext. 8	**Ivy Drive Clubhouse** ivy_drive@bbgc.org (860) 584-7844 ext. 432043 ext. 8
Lake Garda Clubhouse lake_garda@bbgc.org (860) 675-7830	**Mt. View Clubhouse** mt_view@bbgc.org (860) 584-7726 ext. 8	**Stafford Clubhouse** stafford@bbgc.org (860) 584-7824 ext. 8
South Side Clubhouse south_side@bbgc.org (860) 584-7812 ext. 8	**West Bristol Clubhouse** westbristol@bbgc.org (860) 584-7815 ext. 8	**West St. Clubhouse** amanda@bbgc.org / barbara@bbgc.org (Holidays, Vacation Days & Summer Program) (860) 583-4734
Fisher Clubhouse fisher@bbgc.org (860)314-2770 ext. 8	**Plymouth Center** plymouthcenter@bbgc.org (860)283-6321 ext. 8	

Admission, Registration, and Membership Information

Our programs serve children (5yrs – 13yrs old). We provide two types of child development programs: 1) Summer Program, and 2) Before & After School Program. A registration fee is required for each program when enrolling your child for the start of each session. This fee is non-refundable, non-transferable and it is required to complete the registration process. Due to the quantity of applicants, the turnaround time for enrollment can be as much as 30 days. Depending on our enrollment and staff to child ratio you may be placed on our waiting list. You will be promptly notified when childcare is available. Only the legal parent/guardian or Department of Children & Families (DCF) case worker may register a child for our childcare program. The legal parent/guardian or DCF caseworker that registered the child or the listed authorized persons who are on the financial registration form are the only ones that can make

modifications to the child's registration forms. If any registration information changes during the time that your child/children are in the care of the Boys & Girls Club of Bristol, the parent/guardian will inform the School-Based Administration immediately of any changes. The Club offers recreational and fitness programs, and various opportunities for children to develop into productive, caring, and responsible citizens. You will receive information about programs offered at our Club facilities throughout the year. Registering for any of our childcare programs gives your child a membership to the Boys & Girls Club of Bristol. For more information regarding recreational and fitness programs, please call (860) 583-4734. If you would like additional information regarding the FCG Gymnastics program, please email FCG at: fcgymnastics@bbgc.org

Tuition Information

School-Year Tuition Information –

The Boys & Girls Club of Bristol Clubhouse program provides services for the school year session from the first day of school until the last day of school, contracts are written through our Procare registration system for the school year session. Registration for our Clubhouse program begins in June, remains open throughout the year, and closes annually on May 1st. Your tuition payment will be considered late if not received by 6:00 p.m. on Friday for next week's childcare service. A late payment fee of $10.00 may be assessed to your account if payment is not received by Friday at 6:00 p.m. Services may be suspended if your account is not brought up to date by the following Friday. Childcare payments are due on Friday for the upcoming week. The parent/guardian that registers the child for the program is the responsible payer; all fees and correspondence are done with the registering parent/guardian. In addition, anyone who receives a statement from us (the finance department will send these out to you if you fall one week behind in payments) must contact the finance department at (860) 540-3114 to either pay the balance in full plus the succeeding Friday's payment or arrange a payment plan. If your childcare services are terminated and you'd like to return, you may be charged a $25 re-entry fee. If you are a Care4Kids client and would like to postpone your start date while you are waiting for your determination from Care4Kids, you may do so by contacting our Care4Kids Coordinator at: (860) 540-3110 or amanda@bbgc.org.

Summer Program Tuition Information –

The Boys & Girls Club of Bristol Summer Program offers services to children from all towns during our summer program session; contracts are written through our Procare registration system. Our Summer Program is based on the Bristol and Region 10 school calendar. Registration for our Summer Program begins in April of each year. You will be given the option to sign up for one or more weeks of the summer program. All families are required to pay a $50 per child non-refundable, non-transferable registration fee and $50/wk. per child deposit for each week that you sign up for. This deposit is deducted from your weekly tuition each week. Due to the quantity of applicants, the turnaround time can be as much as 2 weeks for summer program enrollments. If you are a Care4Kids client and would like to postpone your start date while you are waiting for your determination from Care4Kids, you may do so by contacting our Care4Kids Coordinator at: (860) 540-3110 or amanda@bbgc.org. Please be advised that while you wait for your determination your deposit for the weeks you signed up for is non-refundable and non-transferable.

If you sign up for our summer program and decide to drop a week or withdrawal from the summer program, you must submit a change of contract form to the School-Based Administration Office at least 1 week prior to your withdrawal to avoid a 50% withdrawal fee to your tuition. ***Deposits for the weeks you signed up for are non-refundable and non-transferable***. If you do not provide at least a 1 week notice for the withdrawal, you will be responsible for 50% of your child's tuition for that week(s). You may sign up for additional summer program weeks pending space is available by completing a Change of Contract Form and submitting it to the School-Based Administration Office. Childcare payments for summer are due on Thursday for the upcoming week. ***Payment plans are not offered for the summer program.***

Additional Tuition Information for the Clubhouse / Summer Program:

- ***Payment is due for the contracted services regardless of absences, including suspension from the program***.

- During the school year, if you are unable to pay this balance in full, we can offer a payment plan to families. Families will be granted two payment plans per school year. Payment plans are not offered during the summer session.
- Clubhouse Coordinator will not allow care for any child whose parent/guardian receives a "Termination Email Notice" until they receive written or verbal confirmation from finance department or School-Based Administration that the child can resume care.
- If your check is returned for non-payment, an NSF fee in the amount of $40.00 will be assessed to your account. Our finance department may request that you provide bank checks or money orders for future payments. A money order for the amount of the returned check plus a $40.00 fee is due within 5 days of receipt.
- For your convenience, the Boys & Girls Club of Bristol accepts Visa, Master Card, Amex and Discover payments. Automatic weekly payments can also be made for your convenience in Procare. For your protection, we do not accept cash.
- Those families who have applied for Care4Kids are responsible for each full week's payment until the Boys & Girls Club of Bristol receives a determination of your weekly subsidy from Care4Kids. Once Care4Kids determines the exact subsidy parents/guardians will pay, the Boys & Girls Club of Bristol will update your account and credit or refund the parent/guardian for the difference between the subsidy and the cost of your childcare service.
- We offer a 5% discount for families with multiple children. That discount is applied to any child after the first child in your immediate household.
- We offer a 5% discount for families who serve in the military. If you utilize our sibling discount, that discount would apply instead.
- We offer a 5% discount for families who are Board of Education employees.

Full-Time Care Clients are defined as 5-Day AM & PM -

Your weekly fee will be the same every week during the school year, except for non-school days. Your tuition includes all half-days at no additional charge. There is an additional fee of $30.00 per day for care on non-school days. Your rate for the day will be adjusted based on your care level.

Part-Time Care Clients are defined as 5-Day AM only, 5-Day/ PM only and 3-Day AM & PM -

Your weekly fee will be the same every week during the school year, except for non-school days (see "Tuition Rates" for the fee information for non-school days). Your tuition includes half-day care if you are a 5-day PM client. ***There is an upcharge of $26.00 for clients who attend care AM only and need to add care for half-days.*** Half-day care for AM clients' needs to be approved by your Clubhouse Coordinator prior to the ½ day to ensure that space is available based on our staff to child ratio. If you do not pre-register for care, you are not guaranteed to have care for that day. You can complete a change of contract form with your Clubhouse Coordinator for this request.

Half Day Care for 3-Day AM & PM Clients -

If you would like to add care on a half day that you normally do not attend care, the fee for that day is $30.00 per day. Adding half-day care needs to be approved by your Clubhouse Coordinator prior to the half-day to ensure that space is available based on our staff to child ratio. If you do not pre-register for care, you are not guaranteed to have care for that day. You can complete a change of contract form with your Clubhouse Coordinator for this request.

Non-School Day Care -

Childcare for non-school days is held at our main Club at 255 West St. We require families to pre-register for non-school day care to ensure appropriate staff to child ratios. If you did not sign up for care during the registration process, you may still contact the School-Based Administration Office to request care, pending availability. We will

try our best to accommodate your request, however, based on child to staff ratios, we may not be able to guarantee care.

If you decide that you do not need care for non-school days, we require you to submit a "Contract Change Form" to the School-Based Administration office at least 2 weeks prior for the withdrawal. Failure to submit a contract change form to the School-Based Administration office may result in the full tuition cost being charged for the non-school day/week regardless of attendance. If you are unsure of what you are signed up for, please check with your Clubhouse Coordinator or in your Procare account. Change of Contract forms are available on our Club website, at the front desk at West St. and from your Clubhouse Coordinator.

Snow Days -

When schools are canceled due to inclement weather, the Boys & Girls Club of Bristol will be closed. You will be notified through our local television, BBGC Facebook page, the Procare App and/or email from your Clubhouse Coordinator from your child's site.

Tuition Rates

Registrations will be accepted on a first-come, first-serve basis. Registrations must be 100% complete and include your payment; your spot will not be held if the registration material is incomplete, or you are missing required documents. You will receive a confirmation e-mail once your registration materials are reviewed. Tuition fees are subject to change with notice. Childcare will be available at our main location 255 West St. for non-school days for an additional upcharge. Sign up is available in your Procare account or with your Clubhouse Coordinator. If you did not sign up for care during the registration process, you may still contact the School-Based Administration Office to request care, pending availability. We will try our best to accommodate your request, however, based on child to staff ratios, we may not be able to guarantee care.

Level of Care	5 Day (Per Week)	3 Day (Per Week)	Vacation Day Upcharge (Per Day)
Before & After School	$150.00		$30.00
Before School Only	$122.00		$36.00
After School Only	$130.00		$34.00
3 Day Only		$90.00	$30.00 *if the vacation day is not on a day that your child is scheduled to attend, the fee for the day is $60.00
Summer Program	$250.00		

Field Trips and Summer Program Field Trip and Supervision

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. The program will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at their clubhouse. A permission slip must be signed by the parent/guardian and handed in to the School-Based Administration Office for every. Field trips can be something very special for a child. Good behavior on the child's part is a pre-requisite for participation for that child's safety. During the summer we offer several field trip experiences for your child's enjoyment. A signed permission slip is required for each trip through the field trip packet. Children who signed up for field trips are required to wear their summer program t-shirt on field trip days. If you choose not to let your child attend a field trip, or if it is determined, your child is not allowed to go on the field trip due to behavior concerns, you will need to find alternate childcare for that day. BBGC Staff do not remain at the Club, and no refunds will be given.

Summer School

If your child is attending summer school, you are required to notify the School-Based Administration Office at the time of registration. It is important that we are informed of the specific days and times your child will be dropped off and picked up from our program. ***Please be advised that on scheduled field trip days, BBGC staff will not remain at the Club.*** As a result, we will be unable to receive children from the bus on those days, and alternative

care arrangements must be made. Kindly note that payment is required for all contracted services, regardless of your child's attendance.

Field Trip Supervision

The School-Based Administration Office must collect all permission slips and compile a list of children who are participating in the field trip activity. At no time shall a staff member take a child from the childcare site without a signed permission slip by the parents/guardians. Staff will divide the children into smaller groups not exceeding 30 children per two staff members. The staff shall be provided with a list of the children they shall be responsible for and must monitor and supervise these children during the field trip and take attendance throughout the duration of the field trip. Additional staff and parent chaperones may be assigned for additional supervision depending on the type of field trip. Childcare site policies and procedures shall be maintained throughout the field trip, i.e. bathroom procedures, ratio policy, supervision policies, and checking all attendance lists prior to leaving the field trip site.

Swim Supervision

Children will be supervised at all times when participating in swimming, wading and water play, whether on site at the facility or on a field trip. There will be a staff member present directly supervising the group of children who is certified in CPR/First Aid. All non-swimming children will be clearly identified by a colored wristband that is visually and easily recognized by lifeguards and staff. A staff/child ratio of 1 staff per 6 children shall be maintained at all times (indoors and outdoors). At least two staff members shall be present at all times. At no time shall a child be left unsupervised.

Aquatic Safety Plan

The Boys & Girls Club of Bristol is committed to safe aquatic practices for staff, volunteers and members. As part of that commitment, the organization implements policies, practices and training designed to protect everyone who goes near any body of water as a part of organized Club activities. The Boys & Girls Club of Bristol will only participate in off-site aquatic activities with certified and trained lifeguards on duty.

The Boys & Girls Club of Bristol is committed to the use of the **Test, Mark, Protect** protocol to ensure member safety during all aquatic activities and will adhere to BGCA, Department of Public Health, OEC Office of Early Childhood Statutes and Regulations (for licensed programs) and any facility requirements (such as Bristol Parks, Recreation, Youth and Community Services).

Swim Level Assessment and Placement

Test: Parents/guardians are required to indicate their child's current swim level on registration paperwork. The Boys & Girls Club of Bristol staff observe and assess each child's swimming ability to ensure safe and appropriate placement. If staff determine that a child does not demonstrate the skills required for the indicated swim level, the child will be reassigned to a more appropriate level in the best interest of the child's safety. Parents/guardians will be notified of any changes to swimming level placement.

When swimming at a facility that requires its own swim test, all children must complete that swim test and will be placed according to the facility's swim level determination, regardless of the swim level indicated by the parent/guardian on registration paperwork. However, at no time will we allow a child to go above what swim level their parent/guardian gives them permission for.

Mark: All children entering the aquatic area are required to wear a colored wristband indicating their swim level, so that Club staff and lifeguards can easily identify everyone's swimming ability.

Red Wristband: Non-Swimmer
Green Wristband: Shallow Water Swimmer
Blue Wristband: Deep End Water Swimmer

Protect: Children will be supervised at all times when participating in swimming, wading and water play, whether on site at the facility or on a field trip. There will be a staff member present directly supervising the group of

children who is certified in CPR/First Aid. All non-swimming children will be clearly identified by a colored wristband that is visually and easily recognized by lifeguards and staff. Staff will be positioned in the water, an arm's length away from children and at the transition line between the shallow and deep ends, facing the children as they swim. Additional staff will be stationed in the deep end of the swimming area. A staff/child ratio of 1 staff per 6 children shall be maintained at all times (indoors and outdoors) for OEC Licensed programs. At least two staff members shall be present at all times. At no time shall a child be left unsupervised.

Group Buddy System:

In all instances and at all locations, the Boys & Girls Club of Bristol will implement a group buddy system in which swimmers – of similar swimming ability – are responsible for staying within arm's reach of each other. Group checks will be conducted regularly by staff to ensure accountability among all swimmers.

Site Selection:

The Boys & Girls Club of Bristol will also have minimum criteria for any off-site aquatic facility/environment. A knowledgeable BBGC Leadership staff member will tour the facility/environment and evaluate it against BGCA's Aquatic Safety criteria prior to members visiting any such facility to ensure that it is incompliance and safe.

BBGC Staff:

During summer-based water activities, the Boys & Girls Club of Bristol will ensure that staff will provide additional support for lifeguards by:

- **Assisting with Test Mark Protect Protocols:** This may include checking that all members are marked every day and that the non-swimmers are wearing a red wristband and staying in their designated area with Club staff.
- **Watching for Vulnerable Members:** BBGC Staff are expected to be present in all the swimming areas, including non-swimming areas.
- **Managing Members in the Water:** BBGC Staff will help ensure that members are swimming in an area that is specific to their ability and will keep a running count of all members in the water.
- **Enforcing Rules:** BBGC Staff will help enforce rules and encourage appropriate behaviors, enabling lifeguards to focus on scanning the pool.
- **Assisting with Non-Aquatic Activities:** Some members might not enjoy swimming or might choose not to swim. BBGC Staff will actively engage with any member not in the water to prevent inappropriate behavior; this may include the application of planned and structured activities. BBGC Staff will also determine how and by whom members will be escorted to and from the restroom during water activity time.
- BBGC Staff will adhere to all the organization's Policies & Procedures.
- BBGC Staff will obtain a copy of all lifeguard certifications per OEC Statues and Regulations.

Training:

In addition to CPR/AED, first-aid or water safety training, BBGC Leadership will identify any field trip-specific training Club staff will need, such as:

- Additional supervisory requirements needed to keep program participants safe
- Emergency procedures for specific situations, such as a submersion incident, missing participant, severe weather, and active threat
- Site-specific aquatic safety policies and procedures
- Implementation and enforcement of the group buddy system

- Staff role in swim testing procedures
- How to ensure non-swimmer protections (e.g., in-water supervision, shallow-end restrictions) using **Test, Mark, Protect** guidance.
- Specific supervision responsibilities for the aquatic facility
- Supervision of children who are not actively swimming

The organization will further provide training and/or certification for non-lifeguard staff (e.g., Club staff), to include but not be limited to:

Camp Safety Series: Aquatic Safety at the Pool (SLU)	Every camp is different. And your specific geographic, environmental, cultural and programmatic circumstances will have a big influence on the challenges you face. That's why our Camp Safety Trainings are structured as short, modular training topics, which each camp can select from to create a unique training experience that matches their programming.
Camp Safety Series: Aquatic Safety for Natural Bodies of Water (SLU)	Bringing kids to the waterfront is not break time for counselors. In this training, we'll train camp staff how to be proactive, present and actively engaged with campers in natural bodies of water. You'll hear from camp staff on how to apply this guidance at your camp.

Child Abuse Prevention:

The Boys & Girls Club of Bristol will establish site-specific plans for management and supervision of offsite aquatic bathrooms and locker rooms, particularly in areas that are open to the general public. The organization will use its existing Restroom, Locker Room and Field Trip policies and protocols as a basis for establishing such plans.

Insurance:

The Boys & Girls Club of Bristol will consult with its insurance provider about any additional requirements or restrictions prior to making final arrangements for an offsite aquatic outing.

State Licensing, Ratios and Group Sizes

The Boys & Girls Club of Bristol is licensed by the Connecticut Office of Early Childhood and follows the statutes and regulations for Childcare Centers. A staff-to-child ratio of 1 staff per 15 children shall be maintained at all times (indoors and outdoors). At least two staff members shall be present at all times. A staff to child ratio of 1 staff per 6 children shall be maintained at all times on any water field trip.

Cancellations and Schedule Changes of the Program

In the event our program finds it necessary to change the scheduled days of operation, we will inform you of this change at least 30 days in advance, so you can make alternative childcare arrangements.

30 Day Childcare Probationary Period

School Year Probationary Period - Upon registration and admission to the program, all members enter a 30-day probationary period. This allows the child to explore the program but also staff to evaluate their ability to succeed independently in a hands-off program. Multiple incident reports within the 30-day probationary period may result in termination from the program. **Summer Program Probationary Period –** is 1 week.

Prior Organization Memberships

If you or your child has been a member of other locations within the Boys & Girls Club of Bristol, membership must be disclosed within the registration. Prior organization memberships include Imagine Nation, FCG, Cambridge Park, any of the School-Based locations and the Great Futures Program. The Directors will collaborate with these locations to discuss prior membership. If you have been terminated from previous locations, you are not permitted to register for the program unless otherwise discussed with the School-Based Directors. Withholding information about a prior termination and otherwise discovered by BBGC staff will result in immediate termination without further discussion with the School-Based Directors.

Accommodation for Infants and Toddlers

The BBGC School-Based Program only cares for children in kindergarten to 8th grade. If a family needs a referral for infant and toddler childcare, BBGC Staff will refer families to Imagine Nation A Museum Early Learning Center for care or 211 CT's Infoline, sponsored by the United Way.

Vacancy and Waitlist

The Boys & Girls Club of Bristol is a private childcare program available to the public. We accept children on a first come, first serve basis. If space is not available, you will be placed on a waiting list. The waitlist is on a first come, first served basis. Families are welcome to check in periodically to learn their status on the waitlist. Due to the quantity of applicants, staff to child ratio the acceptance rate from the waitlist can be as much as 30 days. If your child is not admitted to the childcare center because of the waitlist, the finance department will refund you any registration fee/deposit paid by the person who has paid the registration fee/deposit. You may contact the finance department at (860) 540-3114 or renee@bbgc.org for this fee to be refunded to you after a period of six months from the date of placement on the waitlist.

Vacation Time Off

Families may request vacation time and may take up to two (2) vacation weeks throughout each school year (not including the summer program) at no charge to you. If families request additional time off, they will be responsible for 50% of the child's tuition for that week as stated in your contract. Vacation time is not carried over from one year to the next and does not carry over to the next session. To receive this vacation credit, the School-Based Director must receive the written request at least two (2) weeks in advance. Failure to do so may result in being charged the full week's tuition. Change of Contract forms are available on our Club website, at the front desk at West Street and from your Clubhouse Coordinator.

Split Payments

The parent/guardian that registers the child is the responsible party; tuition cost, all fees, and correspondences are done through this parent/guardian. It is the parents/guardian's responsibility to coordinate split payments with our accounting office to ensure that your account stays current. All split families who have joint custody and wish to have both parties allowed to discuss information on the child's account, such as what rate/level of care they are signed up for and what the cost/balance is on the account, must list the name of authorized person who we may discuss this account with on the registration agreement. If an individual is not listed, we will not be able to discuss the account until we receive written confirmation from the parent/guardian who registered the child for the program.

Organizational Balance

Families who leave any of our programs and later enroll in other services within our organization with an outstanding balance will not be permitted to register or participate until the balance is fully paid.

Care4Kids

When a parent/guardian enrolls a child in our program and applies for Care4Kids (C4K), the parent/guardian is required to pay the full weekly fee until such time as the C4K determination has been made. As soon as C4K determines the parent fee, we will adjust your account accordingly. As the parent/guardian, you are responsible for any portion that C4K does not cover with their determination. We recommend that you bring your completed Parent Provider Agreement Form (PPA) directly to the School-Based Office located at our West Street facility to ensure that it is processed as quickly as possible. PPAs must be submitted for every school year, summer program, whenever a change in your care schedule is made and when a family completes a redetermination. PPAs cannot be submitted to C4K no earlier than 30 days prior to the start of the program unless otherwise approved by C4K. Please be advised that while you wait for your determination your deposit for the weeks you signed up for (summer program) for is non-refundable and non-transferable. Parents/guardians must complete a Summer Parent Provider Agreement Form (SPPA) for the summer program at the time of registration. C4K families that wish to request additional subsidies during holidays and vacation weeks where care is provided at the main Club, must complete a School Vacation PPA. Due to the quantity of applicants, the turnaround time to complete a PPA and/or process a new certificate can be as much as 30 days.

Delayed Start Care Option – If you would like to postpone your start date while you wait for your determination from C4K, you may do so by contacting our Care4Kids Coordinator.

Care4Kids Coordinator Contact Information – Phone: (860) 540-3110 E-mail: amanda@bbgc.org.

Attendance

If your child has been out for more than ten (10) school days without contacting childcare staff, we will assume that you have withdrawn from the program. If you contact us after this period to continue in the childcare program, we will accommodate you if space is available and a re-entry fee will be charged. Please call or Procare message your child's Clubhouse staff to let them know if your child is going to be absent for any reason. ***Payment is due for the contracted services regardless of absences, including suspension from the program.*** If you need extra childcare services other than what you registered for, please speak with the Clubhouse Coordinator at your site. If we have space available, we will try to meet your needs. You will need to complete a Change of Contract Form with the upcharge of additional time-in-care. It is the parent/guardian's responsibility to inform their Clubhouse Coordinator of any changes in work, home or emergency phone numbers, work schedules or any additional authorized individuals who may pick up your child.

Drop Off/Pick Up - Sign In/Sign Out and Absence

All children are expected to attend the site at which they are enrolled. Children may not be dropped off before the site is open. Parent/guardians must wait until two authorized staff are present at the site. ***Parent/guardians must bring their child directly into the childcare facility door and sign-in their child to the childcare.*** If your child is absent from school, please contact us to inform us. All absences require notification on the same day. Children in the childcare program must be signed in or out by the parent/guardian or by another authorized individual approved by the parent. If your pickup person is 17 years or younger, you will need prior authorization from the School-Based Directors to be able to remove the child from the program. Parent/guardians must list 3 authorized individuals that can remove their child from the childcare site by submitting names on the authorized pick-up list on their registration. If the staff does not recognize the person picking up the child, that individual will be asked and is required to present a photo ID. If this information is not available, the child will not be permitted to leave the site. In an emergency, if a parent/guardian needs to have their child picked up by an unauthorized person (not listed on the authorized pick-up list), the parent is required to call and speak to the Clubhouse Coordinator and describe the person who will be picking up the child. The Clubhouse Coordinator will confirm the phone call by calling the parents/guardians back on the numbers listed on their Procare registration. If there are any doubts as to who is picking up a child, the parent or emergency contact person will be contacted for more information before releasing the child. If transportation is being arranged from an outside agency, written permission from the parent/guardian must be provides and a representative must escort the child into the Clubhouse and sign the child

in on Procare and a representative must come into the Clubhouse to sign the child out of the program. Showing a valid ID from the agency and agency must be listed on the child's emergency contact/ authorized pick-up list.

Late Pick Up

While we understand that emergencies do arise, we request that the parents/guardian keep in mind the 6:00 p.m. closing time. (If the Board of Education decides to close early due to inclement weather, the Clubhouse will open upon dismissal and close early at 4:00 p.m.) The BBGC does reserve the right to close completely or early, pending severity of weather. The hours are subject to change for non-school days and summer program. Late fees will apply to the designated closing time of the Clubhouse program. Please be respectful of our staff and their outside-of-work commitments. Our late pick-up policy charge is $25.00 for up to every 15 minutes you are late, per child, past closing time, based on the clock at your child's site. Two staff members at least 18 years of age or older will remain with the child(ren) at all times. If your child is not picked up by 6:00 p.m. (5:30 p.m. in Summer) and you have not contacted us, a staff member will attempt to call the child's parent/guardian at their work and home contact numbers. If they cannot be reached, the staff will attempt to call the emergency contacts and alternate people listed on their registration. The police will be called after one hour if parents/guardians or other adults specified on the registration cannot be reached. At that time the child will be released to the police and DCF will be contacted. Hours of childcare are subject to change with advance notice. Repeated tardiness or late pick-ups will result in the following procedures:

- 1st offense – written warning and fees
- 2nd offence – one day suspension with fees and tuition due
- One week suspension for every offense thereafter with fees and tuition due or a withdrawal from the program may occur.

Withdrawal, Disenrollment of Children and Change of Contract

Parent/guardians must provide the Clubhouse Coordinator or the School-Based Administrative Office with 2 weeks' written notice prior to withdrawing their child from the program. All tuition owed must be paid in full. Likewise, if possible, the program will provide the same courtesy if care for a child must be disenrolled for any reason. The program will work with all children and families to avoid a child's disenrollment. ***Parents who fail to provide two-week notice may be charged the full amount for the requested contract change or for the last 2 weeks of tuition (in the case of withdrawal).*** Care4Kids clients will be responsible for the full weekly tuition if they withdraw without the required two- week written notice. Withdrawal or termination and subsequent re-enrollment may entail a re-entry fee of $25.00.

In a family emergency, please contact the School-Based Directors at: amanda@bbgc.org or barbara@bbgc.org who may approve an exception to this policy. A contract change form is available to you from your Clubhouse Coordinator or is located on our website. Written notification or a contract change form must be completed, signed and submitted to your Clubhouse Coordinator. Your Clubhouse Coordinator will sign and submit the contract change form to the School-Based Program Administrative Office. The School-Based Administrative Office will then revise your registration agreement and email you confirmation of the change.

Child Discharge

The Boys & Girls Club of Bristol reserves the right to cancel the enrollment of a child with or without notice for the following reasons:

- Non-payment or excessive late payment of tuition
- Non-compliance with policies and procedures of the program as outlined in the School-Based Family Manual
- Disruptive behavior by a parent/guardian or child in the Clubhouse or program property
- Excessive Late Pick-ups (refer to Late Pick-Up Policy)
- Physical, emotional, and/or verbal abuse to the staff by a parent/guardian or child.

- After following referral procedures and implementing individual plans the educational or behavioral needs of the child or family are beyond reasonable accommodation or expertise.
- Withholding child information from staff upon registration (i.e. Behavioral IEPs, or any disability)

This discharge policy is not limited to the above reasons. If the Boys & Girls Club of Bristol cannot meet the needs of the parent/guardian or child for any reason, we reserve the right to terminate enrollment from the program.

Vacancy and Waitlist

We are a private childcare program available to the public. We accept children on a first come, first serve basis. If space is not available, we will put names on a waitlist on a first come, first served basis. The families may check in on a weekly basis to check on the status of the waitlist. ***Due to the quantity of applicants, and our staff-to-child ratio, the turnaround time can be as much as 30 days.***

Provisional Enrollment

The Boys & Girls Club of Bristol does not have a provisional enrollment period. Please refer to our withdrawal policy.

Partnerships with Schools and School Information

The Boys & Girls Club of Bristol recognizes that school, home, and the Club each play an important role in a child's growth, development, and success. To support children's achievement, the Boys & Girls Club of Bristol collaborates with the Bristol Public School District/Region 10 District to exchange information regarding the child listed on this application. This collaboration helps both organizations better support the child's success in school and within the Boys & Girls Club of Bristol program. In certain situations, an "Authorization for the Release of Confidential Information Form" may be required before information regarding your child can be shared. The "Authorization for the Release of Confidential Information Form" may be revoked at any time by submitting written notice to the Boys & Girls Club of Bristol.

Please note that schools do not provide medications directly to the Club program and cannot be shared between the school and the Clubhouse program. If your child requires medication during program hours, families are responsible for supplying the medication along with all required forms and documentation. This also includes to our West St. location for all non-school days.

The Boys & Girls Club of Bristol operates independently from the school and cannot rely on school personnel to provide behavioral support during Club program hours.

Clothing, Weather Temperatures, and Outdoor Play

Families should dress their child appropriately for play, as well as weather conditions. Children go outside daily except when inclement weather occurs. Boys & Girls Club of Bristol staff will use their best judgment on weather indicators for outside play. Please dress your child appropriately for cold and warm weather. When the temperature exceeds 80 degrees, more fluids will be provided to children. Children will not play outdoors when administration notifies staff that air quality or weather is unhealthy for outdoor play. Children should wear only closed-toed shoes for safe play. We cannot keep children indoors who do not want to be outside, or if parents/guardians do not want their child to be outside. You will need to find alternative childcare for that day. We must maintain our staff to child ratio at all times and no refunds will be given if you choose not to send your child to the program.

Toys and Electronics

Personal toys and electronics (including but not limited to cell phones, iPods, iPads, electronic watches, gaming devices, etc.) from home are not allowed at your child's Clubhouse, non-school days at West St. or while at Summer Program unless it is on file and written in your child's IPC Plan.

School Issued Electronics

Members are responsible for keeping the device with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, The Club shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to Club. Please leave cell phones, smart watches and toy electronics at home.

As a member of the Boys & Girls Club, your child will have access to the Internet. While precautions are being taken, it is possible s/he may access inappropriate sites. The Boys & Girls Club of Bristol will have rules and consequences at the Club for such behavior; however, we will not be responsible for the consequences of such access.

Theft

The Boys & Girls Club of Bristol is not responsible for any lost or stolen items. Please label all clothing and personal belongings and leave all toys, electronics, electronic watches and cellphones at home.

Parent Bulletin Board

The bulletin board is an important communications tool at all of our Clubhouses. It is used to display menus, newspaper and magazine articles, certificates, messages and information directed to the parents. Other important information (flyers, memos, announcements, permission slips) may be found at the sign-in/sign-out table at each site and message via Procare.

Staff Education and Professional Development

The staff at the Boys & Girls Club of Bristol are professionally trained with degrees and/or credits in Early Childhood Education. We take pride in providing our staff with continuing education beyond the minimum requirements set by OEC licensing regulations.

All program staff will earn continuing education hours annually, which will total at least 1% of their total hours worked. Topics for continuing education may include but are not limited to:

- New employee orientation (required)
- Annual training on program policies, plans, and procedures (required)
- Health & Safety training (required)
- Early childhood education
- Child development
- Licensing and regulations
- Emergency preparedness
- Prevention and control of infectious diseases
- Prevention of Sudden Infant Death Syndrome & safe sleep practices
- Prevention and response to food and allergic reactions
- Physical premise safety

Educational Program Plan

Children at the Boys & Girls Club of Bristol will follow a flexible daily schedule that meets the individual needs of the diverse population of children and families served by our program, including those with cultural, language and developmental differences. The daily schedule shall include indoor and outdoor physical activities, which will allow for fine and gross motor development. The daily schedule will include moderate and vigorous physical activities for children 3 years and older, unless the child has a disability or developmental delay. All children will have opportunities for problem solving experiences that help to formulate language development and sensory discrimination. Children will have the opportunity to express their own ideas and feelings through creative experiences in all parts of the program, including:

Arts and media	Dramatic play	Music	Motor activity	STEAM/STEM
Cooking	Experiences that promote self-reliance	Health education practices	Outdoor activity	Child initiated and staff-initiated experiences
Exploration, discovery & sensory	Varied choices in materials and equipment	Individual and small group activities	Active and quiet play	Quiet activity
Nutritious snacks	National BGCA Programs			

Photographs, Social Media, Video and Publicity Policy

Photographs and videos of the children participating in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, social media or other publicity materials. Your permission for photographs, including your child, to be used without compensation is part of this agreement. Understanding that social media such as Facebook, Instagram, or any teaching messaging apps (Procare App) are a popular way of communicating and providing a valuable context for connecting with others, these forums for sharing ideas, news, and experiences carry with it security risks when it involves school-related content that is confidential or proprietary in nature. No staff member, parent or guardian may post on any social media site a photograph of a child other than their own, information of any kind about children other than their own, or disclose any information about a child, family, Clubhouse Site, staff member or the Boys & Girls Club of Bristol. No logos or trademarks of the Boys & Girls Club of Bristol can be used without written permission from the organization's administration team. Should parents, guardians, or staff need clarification on the organizations policy or have concerns about the program or its employees, they should be brought directly to the Director of School-Based Programs who can address them immediately and effectively. Please be aware that posting of any information about Boys & Girls Club of Bristol and its families, staff, or program on any form of social media is not endorsed by Boys & Girls Club of Bristol administration other than the content of its own website and social media pages. Any parent, guardian, or staff member who violates this policy may be subject to immediate legal action or termination at the discretion of the administration. The parent and/or guardian authorizes the Boys & Girls Club of Bristol to have and use photographs of my child (*MED bag pictures are an exception to this and are needed for identification of medication for a child with MEDs on site*), the Boys & Girls Club of Bristol social media accounts, publications, slides, moving pictures or television videotapes of the person named on this application as may be needed for its record, public relations and our marketing department. ***If I do not want my child in any of the above marketing initiatives, I agree to notify the School-based Directors in writing prohibiting my child's photo being used.***

Data Collection and Sharing

Any and all information collected via online or written surveys, questionnaires, interviews, and focus groups from the minor child listed on this application received will be kept strictly confidential. Data gathered through these means will be summarized in the aggregate and will exclude all references to any individual responses. The aggregated results of these analyses may be shared with Club staff, Boys & Girls Clubs of America (BGCA), funders, and other community stakeholders to evidence program effectiveness and/or Club impact on our members. I understand that the Boys & Girls Club of Bristol may share information about the minor child listed on this application with Boys & Girls Clubs of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to BGCA may include the information provided on this

membership application form, information provided by the minor child's school or school district, and other information collected by Boys & Girls Club of Bristol, including data collected via surveys or questionnaires. All the information provided will be kept confidential. ***If I do not want my child's data shared in any of the above initiatives, I agree to notify the School-Based Directors in writing prohibiting my child's data being used.***

Visiting Pets

For the protection of our Club Members and Staff, please do not bring your family pet to the childcare program. Occasionally an animal may visit the childcare from an organization, or the children may have contact with animals while on a field trip.

When animals visit our childcare or we go on a field trip, the following policies will be implemented:

- Parents will be notified, in writing, of the type of animal that they will be visiting.
- The Clubhouse Coordinator will ensure that no children are allergic to the animal. The animal will be inaccessible to children with pet allergies. Before a child with allergies enters an area where pets have been, it will be cleaned and disinfected.
- The Clubhouse Coordinator will have primary responsibility of supervising all activities associated with the animals' visit as related to safety and hygiene. This includes making sure that the animal has an acceptable temperament for interactions with children and that the animal is current on all vaccinations (if appropriate).
- Any animal that has a history of biting or other aggressive behaviors will not be allowed at the site.
- The animal will be properly cared for while on-site. This is the responsibility of the visiting animal owner.
- Animals will not be allowed in any food preparation areas.
- Items associated with the animal, including cages, food, water, etc., will not be placed on food-contact surfaces.
- Club Members will be closely supervised while handling the animals. members will be in small groups while handling the animal.
- Club members will immediately wash their hands after handling or feeding the animal. Handwashing will be closely supervised by Club staff.
- After the animal leaves the site, BBGC staff will clean and disinfect the area.
- BBGC Staff will wash their hands after cleaning and sanitizing the area.
- If you wish your child not to participate in an activity where an animal will be present, please let your Clubhouse Coordinator know.
- The Clubhouse Sites will not have animals on site as pets.

Section 3: Health and Safety

Emergency Plans and Multi-hazard Events

Late Openings/Early Dismissals - When schools are delayed in opening or dismissed early, the Boys & Girls Club of Bristol shall follow the procedure outlined below:

- If school is delayed for any amount of time, our sites will open at 7:30 a.m., except Lake Garda School will openat 8:00 a.m.
- If school is dismissed early, our sites will open when school is dismissed. We will close at 4:00 p.m. on early dismissal days.

School Cancellations – When schools are canceled due to bad weather, childcare is not available. You will be notified through our local television, BBGC Facebook page, and the Procare App from your Clubhouse Coordinator at your child's site.

Severe Weather - If the weather is threatening or making transportation unsafe before the center is due to open, the parents will be notified through local television, BBGC Facebook page and the Procare App from your Clubhouse Coordinator at your child's site that we will be closed, have a late opening or early dismissal from school.
If weather causes unsafe conditions while the children are at our programs, the School-Based Director or designee will determine which emergency procedure will be followed.

- Waiting to see if conditions improve.
- **Early closing:** parents will be contacted via Procare and children must be picked up no later than 4:00 p.m. from their childcare center.
- **Staying at Center:** The Clubhouse Coordinator or designee identify a safe area at each site. If the center is located in a public school, check with the school administrator for their emergency procedures and locate the safe zone in the school that can be used for shelter (i.e. hallways with no windows, or lavatory areas).

The Clubhouse attendance, Club members' emergency contacts, first-aid kit and medications will be taken with them if moving to the safe zone is necessary.

Fire – The fire department will be contacted, evacuate the entire building immediately according to fire drill procedures. Procedures and diagramed maps are posted at each exit in the licensed childcare area to ensure a safe and immediate exit. Staff will be responsible for supervising the children in their care and leading them to the fire exit. The Clubhouse attendance, Club members emergency contacts, first-aid kit and medications will be taken on the way out. The group will walk to the furthest area, safely away from the building, and line up for attendance. The staff will immediately take attendance. Should it not be possible to return to the building, staff will notify the School-Base Director or designee to arrange transportation to relocate the children to our 255 West Street Club facility (if the program is held at 255 West St. children and staff will relocate to the Imagine Nation Museum at 1 Pleasant St. Bristol). Clubhouse Coordinator or designee will notify parent/guardian via cell phone if evacuated from the program or moved to an alternate location where to pick up their children.

Medical - In case of a medical emergency, a qualified staff member will administer first aid as needed. Another staff member will notify the parent/guardian to pick up the child from the program. The Clubhouse Coordinator or designee will then contact the School-Based Director or designee to inform them of the incident. If a 911 call is made and the child needs to be transported to the hospital via ambulance, a staff member will accompany the child nearest hospital. The cost of emergency transportation is the responsibility of the parent/guardian. The child's registration file will also be brought with them. Another staff member will notify the parent/guardian to meet the child at the hospital; and notify the School-Based Director or designee of the incident. Additional staff will be called in if necessary to maintain the required ratios staff to child ratio. In the event a child becomes ill while at the Clubhouse, the child's parent/guardian will be notified for pickup of the child, and the child will be separated from the other Club members in the program, to a "sick area". A staff member will remain with the child at all times.

Evacuation: Relocation Process / Reunification with Families - In the event that the Clubhouse members need to evacuate, The Boys & Girls Club Bristol's School-Based Program will provide safe transportation of children to 255 West St (if the program is held at 255 West St. children and staff will relocate to the Imagine Nation Museum at 1 Pleasant St. Bristol), if conditions are warranted and safe.
Transportation options:

- Bus Company
- Police
- National Guard
- Company van (if accessible)

- Clubhouse Coordinator or designee will notify parents via phone call and/or Procare if evacuated from the program or moved to an alternate location.
- A CPR, First Aid/MED certified staff will accompany children in the program and if evacuated/relocated.
- Staff to child ratios will be maintained at all times.

- The Clubhouse attendance, Club members emergency contacts, first-aid kit and medications will accompany the child(ren), if relocated
- Director of School-Based Programs or designee will report incident to OEC
- Clubhouse Coordinator or designee will complete a written incident report at the earliest opportunity; incident reports are stored in the School-Based Administrative Office and on site.
- Local Emergency Management Director:
    - **Bristol** - Harland Graime (860) 866-7262
    - **Burlington** – Michael Boucher 860-675-2183
    - **Plymouth/Terryville** - Anthony Orsini 860-585-4000

Continuity of Operations

The School-Based administrative team will assess the emergency and determine the relocation of the program to ensure continuity of operations until normal operations can be resumed. Families will be notified via phone call of any location changes that are made.

Human-Caused Events

Assault on Child or Staff

- BBGC Staff will call 911 if any serious medical treatment is needed or if police/medical assistance is required. If BBGC Staff determine that the assault is not serious, staff will administer First Aid treatment to the Child/Staff.
- BBGC Staff will stay with the victim and monitor.
- The victim's family will be notified by BBGC Staff when safe to do so.
- If a serious event occurs, the Director of School-Based Programs or designee will report the incident to OEC.
- BBGC Staff will complete a written incident report at the earliest opportunity; incident reports are kept on file in the School-Based Administrative Office and on file at the Clubhouse Site.

Bomb Threat

- During the bomb threat call, BBGC Staff will obtain as much information as possible from the caller.
- BBGC Staff will call 911 and then notify the Director of School-Based Programs or designee when safe to do so.
- BBGC Staff and children will evacuate the area immediately
- Emergency personnel will determine if it is safe to return to the building, if it is ruled that it is not safe BBGC Staff will notify families and arrange for parents to pick up.
- In the event that the program needs to evacuate the area, BBGC Staff will notify families of our evacuation. The staff and children will be transported to our main Club on 255 West St. *Refer to section (Relocation Process / Reunification with Families)
- Director of School-Based Programs or designee will report the incident to OEC.
- BBGC Staff will complete a written incident report at the earliest opportunity; incident reports are kept on file in the School-Based Administrative Office and on file at the Clubhouse Site.

Emergency Lockdown/Intruder Alert Procedure/Practice Drills

From time to time, schools and our programs have been faced with the threat of unauthorized individuals entering the facilities. An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and staff. If any time you are dealing with a person you feel uncomfortable around or fearful of your safety or the safety of others, then you may be faced with an intruder situation. BBGC Staff will follow OEC and other applicable regulations for drill frequency and type. Clubhouse Coordinator, staff or designee will conduct monthly practice lockdown drills (and log fire/lockdown drill on their Clubhouse log sheet), which

will be identified by using the words "Emergency Lockdown Drill". An actual lockdown will be identified by the words "Emergency Lockdown."

- BBGC Staff will identify and ID all individuals prior to access into the Clubhouse.
- If a person(s) enters your facility, assess the situation. If you are uneasy or suspicious of the person(s) BBGC Staff will immediately call 911 and stay on the phone until help arrives; await further instructions from emergency response personnel.
- If children are *outside* when a suspected intruder is in the area, BBGC staff will quickly direct and move children back into the facility for lockdown or to a safe sheltered area. If children are *inside* when a suspected intruder is in the area, BBGC staff will quickly direct and move children to a safe sheltered area for a lockdown. BBGC staff will quiet the children and sit them down in an identified area of the room so they will not be seen through windows or doorways, barricade themselves by moving furniture and whatever else they can find in front of the program door.
- BBGC Staff will take attendance.
- BBGC Staff will give children simple instructions, talk about what is happening and try to keep the children calm.
- BBGC staff and children will remain at this status until notified by the authorities that it is clear, and the intruder is no longer a threat; determined by emergency personnel.
- BBGC Clubhouse Coordinator, staff or designee will notify families of the lockdown. Parents are not permitted access to the facility until it is determined that it is safe to do so.
- BBGC Clubhouse Coordinator will complete a written incident report of the incident. Incident reports are kept on file in School-Based Administration Office and on site.
- Director of School-Based Programs or designee will report incident to OEC

Shelter-in-Place Procedure

Shelter-In-Place should be conducted when you are instructed to do so by emergency personnel or your radio or television; or if you see a vapor cloud or smell an unusual odor outside.

- Gather all children inside into one safe area.
- Call 911 and notify the Director of School-Based Programs or designee. Staff should turn on and listen to the radio, television or use your cell phone and or computer to listen or get emergency information from your local fire or police department.
- Turn off all fans, heating, cooling, or ventilation systems.
- Close and lock windows and doors (locked windows seal better) and close as many interior doors as possible.
- Close off non-essential program areas and storage rooms.
- Seal gaps around windows, doors, bathroom and kitchen exhaust fans, stoves, vents with towels, pre-cut plastic sheeting, wax paper, or aluminum foil and duct tape if air is coming into the program.
- Stay alert to loudspeaker announcements; emergency personnel from your local police or fire departments may give you specific instructions via loudspeaker or door–to-door.
- If determined necessary, you can provide a minimal amount of breathing protection by covering mouths and noses with damp cloth.
- If told there is danger of an explosion, close the window shades, blinds; to avoid injuries, keep children away from windows.
- BBGC Staff, Director of School-Based Programs or designee should stay in touch with responding agencies/emergency personnel
- BBGC Staff, Director of School-Based Programs or designee and emergency personnel in charge will determine whether to stay sheltered in place or to evacuate.
- BBGC Staff will advise parents not to pick children up from the Clubhouse until the incident is over. The presence of parents searching for their children will only cause confusion and may lead to exposure to toxic chemicals. Once sheltered in place you will not want to open the door to let parents in and out. Have emergency disaster supplies and emergency contact information readily available.
- Once the incident is over, inform parents, and turn the ventilation system back on.
- If children and staff must evacuate the program area, parents/guardians will be notified by a phone call

where and when they can pick up their child.
- Director of School-Based Programs or designee will report the incident to OEC.
- The Clubhouse Coordinator or designee will complete a written incident report at the earliest opportunity; incident reports are kept on file in the School-Based Directors Administrative Office and on site.

Accommodation for Children with Disabilities or Chronic Medical Conditions

In consultation with the child's parent, program staff will develop a plan to ensure the special needs of the child are met during an emergency, including the provision of necessities such as medications.

Child Health Documents

For your child to attend the Boys & Girls Club of Bristol, your child must have on file a record of physical examination form signed by a physician, physician assistant or advanced practice registered nurse documenting an examination completed within one year prior to enrollment included with your child's registration, and yearly from the date of the initial physical examination thereafter, with a thirty-day allowance.

Additionally, information regarding disabilities or special health care needs such as, allergies, special dietary needs, dental problems, hearing or visual impairments, chronic illness, developmental variations or history of contagious disease and when it is necessary that special care be taken or provided while a child is in attendance are required to have an "Individual Plan of Care" (IPC) for a child with special health care needs or disabilities, developed with the child's parent/guardian and health care provider, implemented and updated, as necessary. The IPC shall include appropriate care of the child to prevent and respond to medical or other emergencies and shall be signed by the parent/guardian and program staff responsible for the care of the child.

Immunization Exemptions

Connecticut law requires that before being permitted to attend any childcare center, children must have received all their age-appropriate immunizations. Religious exemptions are only accepted if a child was enrolled prior to April 2021. Medical exemptions are only allowed if the parent/guardian has their child's doctor complete the Student Medical Exemption Certificate for Required Immunizations form. This is the only form allowed per CT OEC. You can request the form from the School-Based Administration. The parent shall accept complete responsibility for the health of the child and certify that the child is in good health. For more information on the CT Immunization Law please visit: OEC Guidance Regarding Public Act 21-6, "An Act Concerning Immunizations."

Daily Health Check

At the beginning of each day, a BBGC staff will conduct a visual health check of each child. This health check will be conducted as soon as the child enters the childcare and whenever a change in the child's behavior or appearance is noted while that child is in care. The health check should address:

- Reported or observed illness or injury affecting the child since the last date of attendance.
- Reported or observed changes in behavior of the child (such as lethargy or irritability) or in the appearance (i.e., sad) of the child from the previous day at home or the previous day's attendance at childcare.
- Skin rashes, impetigo, itching or scratching of the skin, itching, or scratching of the scalp, or the presence of one or more live crawling lice.
- A temperature check if the child appears ill (a daily screening temperature check is not recommended)
- Other signs or symptoms of illness and injury (such as drainage from eyes, vomiting, diarrhea, cuts/lacerations, pain, or feeling ill).

The Boys & Girls Club Staff should gain information necessary to complete the daily health check by direct observation of the child, by enquiring with the parent/guardian, and, where applicable, by conversation with the child.

Food Allergies

The Boys & Girls Club of Bristol first and foremost responsibility is the safety of children as it relates to food allergies. If a parent does choose to send an alternative snack instead of what we offer, you should communicate with your Clubhouse Coordinator before doing so. The Clubhouse Coordinator will review the medical records of all our Clubhouse members for food allergies before approving a snack. If a child has a food allergy, we will substitute a snack item with a snack from our menu that your child can safely have. Each Clubhouse has children with various medical needs; each Clubhouse Coordinator will have discretion regarding snacks. Snacks not previously approved by the Clubhouse Coordinator may not be served. Snack menus are posted on the Clubhouse's Parent Board at each site, or a copy can be requested from the Clubhouse Coordinator.

Clubhouse Snacks and Food from Home

During the school year and summer program, the Bristol Boys & Girls Club serves a nutritious snack in the morning and a snack after school. During our summer program and vacation days, we request that parents provide their children with a nutritious cold lunch. School-age children will need a cold bagged lunch for vacation days, and during the summer program. We discourage parents from sending their children to our summer and vacation program with lunches that must be heated up. With many children in attendance on non-school days, it is extremely difficult to operate a quality program if we are spending a great portion of our day heating up lunches. The Bristol Boys & Girls Club first, and foremost responsibility is the safety of your child and all the children we serve, especially as it relates to food allergies.

First Aid/CPR/Meds Training

When the childcare is in operation, there will be at least one (1) staff member who is present and has a current certification in CPR/AED, Medication training in accordance with section 19a-79 of the Connecticut General Statutes, appropriate for all of the children served at the childcare center. If a child requires special medication, the School-Based Administration will petition the state, and the staff will need to be trained in administering the medication prior to the child starting the program.

Illness

It is the parent/guardian's responsibility to inform the childcare staff about how their child is feeling before dropping them off at the center. Some medications just mask an illness, and the symptoms will come back. Please make provisions for alternate childcare when your child is sick.

A child will not be accepted at the center if any of the following symptoms are noted:

- Fever (100 degrees or above) – child may not return for 24 hours after running a fever of 100+ degrees
- Vomiting; diarrhea
- Rash, skin eruptions, swollen glands
- Severe cold - sneezing, coughing, runny nose, watery eyes, etc.
- Red, puss-encrusted eyes

If symptoms of illness occur while a child is in attendance at child care, the following will occur:

- The child shall be placed in a restful area away from the other children.
- The child's parents or emergency contact shall be called to come for the child.
- The child shall be supervised until the parent or designated adult arrives.
- The child will be given first aid if needed.
- Pick up must be within **60 minutes** after contacting a parent or authorized individual.

Please keep your child home if he/she is diagnosed as having any of the following diseases:

Bristol-Burlington Health District Guidelines

Covid-19 Symptoms: May not return until consulted with the school nurse and/or BBHD per recommended guidance presently in effect.
Fever: A fever of 100 degrees or higher. Child must be fever free for 24 hours without fever reducing medication in order to return to the program.
Fifth's Disease: Must be fever free for 24 hours without fever medication in order to return to the program.
Hand, Foot and Mouth Disease: A student will not be allowed in school with hand draining lesions, blisters in mouth with drool or a fever of 100 degrees F or higher. Child may return to the program when hand lesions are dry, drool free and fever free for 24 hours without fever medication.
Impetigo: Child must be treated with a prescribed antibiotic for 24 hours in order to return to the program.
MRSA (skin infection): Child will be sent home from the program for open draining sores/boils that cannot be covered. The child may return to the program if the affected area is covered and is fever free and has been on a prescribed antibiotic for at least 24 hours.
Pediculosis (Head Lice): Child will be sent home if live lice have been found. The child will be able to return to the program after appropriate treatment and checked by the school health dept. *prior to the child returning to the program*. The child and parent/legal guardian must report to the school health room upon return. The child will then be checked daily for the next 10 days by the school nurse. If live lice are discovered during a non-school day or during the Summer Program leadership staff will check the child. If live lice are still present, the child will not be permitted to return to the program until appropriate treatment has been completed and the requirements above have been met.
Rashes: Child will be sent home from the program for a rash with fever and/or behavioral changes. A note from the health care provider is required in order to return to the program.
Ringworm: Child may return to the program once a prescribed treatment from a health care provider has been started.
Scabies: Child may return to the program after a prescribed treatment from a health care provider has been started.
Strep Throat: Child may return to the program when fever free and has been on antibiotics for at least 24 hours.
Vomiting or Diarrhea: Child will be sent home from the program. The child may return to the program when symptom free (no vomiting, diarrhea) for at least 24 hours.

Other Illness Guidelines

Conjunctivitis/pink eye: A child who exhibits redness, itching, or discharge from the eye will be sent home. The child may return 24 hours after the start of antibiotic treatment.
Chickenpox: Symptoms of chickenpox are fever accompanied by a rash or blisters. The blisters take several days to appear and to scab over. The child may return to the center once ALL scabs have dried over. All cases of chickenpox must be reported to the health department.
Cold sores, Fifths Disease, Impetigo, and Coxsackie: A physician must see any rashes that are in question. The child may return to the program with either a physician's note stating that the condition is non-contagious, or when symptom-free.

Bringing a child with an illness to the center may cause other children or staff to get sick. We ask that you please find an alternate caregiver if your child is sick to avoid other children and staff becoming sick. This might be a relative, neighbor, friend, or other dependable adult you could call when your child is too sick to be at the childcare center. If your child is absent due to a contagious illness or condition and has been diagnosed by your child's health provider, a note is required for them to return to the program to limit the exposure to others of the illness or condition.

Administration of Medications

All School-Based Program staff, certified in the administration of medications, are permitted to administer to the children's medications that are prescribed by a physician, dentist, Advance Practice Registered Nurse or a Physician Assistant and special medications that are petitioned to and authorized by the State of Connecticut's OEC. Only the above licensed prescribers can prescribe all medications. The licensed health provider and parent must sign all necessary paperwork before any medications can be administered. No medication may be administered without the completed written order of a licensed health care provider and the written authorization of the child's parent. All medications (prescription and non-prescription) shall be stored in their original containers. Medications must be labeled with the child's first and last name, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the name of the licensed health

care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it. Please do not include any prescription or over-the-counter medications in your child's lunch box or backpack. If your work schedule permits, parent/guardian may administer medication to their child(ren) on site. These medications shall be stored away from food and inaccessible to children. Documentation of any records of administering medications to individual children will be kept on file at the center and any errors will be reported immediately to the parents. All training manual instructions will be kept on site in an Administration of Medication file. All unused medication will be destroyed if not picked up within one week following the termination of the authorized prescriber's order. Although the parents/guardians must provide us with necessary medications for their children at each Clubhouse they attend, we require that parents/guardians also provide us with a separate set of medications whenever we care for their child off-site, such as on vacation days and for the summer program. BBGC staff are not permitted to transport medication from their Clubhouse to our West St. location.

Administration of Non-Prescription Topical Medications

OEC and the Boys & Girls Club of Bristol require the parent/guardian to sign a form to give us permission to apply topical non-prescription medications to their child when needed or requested. Topical non-prescription medications include items such as sunscreen or sun block with UVB and UVA protection of SPF 15 or higher and only insect repellent containing DEET, ointments which are free of antibiotic, antifungal, or steroidal components; and medicated powders can be used. These containers must be labeled with the child's name and stored in a designated area until needed. It is required that the parent complete and sign an "Administration of Non-Prescription Topical Medications Authorization" form and provide the non-prescription medication in its original container with the child's name labeled on it; the name of the non-prescription topical medication; and directions for the non-prescription topical medication administration. Documentation of any records of administering non-prescription topical medication to individual children will be kept on file at the center and any errors will be reported immediately to the parent/guardians.

Disposal of Medications Left on Site

We will make 2 attempts to contact you regarding medications being left at the Clubhouse or West St location at the end of each session or if a family leaves the childcare. If medications aren't picked up after the second attempt, or within one week since the last day of attendance, medications will be logged at the West St Boys & Girls Club and disposed of at the police station.

We will only be able to provide care if the medication is on site, in its original packaging with the prescription label on the medication or the original prescription label attached to the medication and all the medical forms are complete.

Monitoring Diabetes

Prior to attending the Boys & Girls Club of Bristol, the parent/guardian of a child with diabetes will meet with the School-Based Director and Nurse Consultant to review the childcare Monitoring of Diabetes Policy and discuss how the individual needs of the child will be met while at the Center. An individualized plan of care for the child will be developed with the child's parent/guardian and health care provider and updated as necessary. The plan will include appropriate care of the child to prevent and respond to a medical or other emergency and will be signed by the parent/guardian and staff responsible for the care of the child. While the child is in attendance at the center, a staff person who has been trained in an approved CPR/First Aid course and diabetic training in the specific needs of the child with diabetes will be on site while the child is in our care. The School-Based Director will Petition the State for approval. Once approval has been granted the child may attend the Clubhouse site. At the time of enrollment, the child's parent/guardian will provide the necessary equipment and supplies to meet the child's individualized needs. The glucose testing supplies and (necessary equipment and supplies) will be labeled with the child's name and will remain inaccessible to other children when not in use. A signed agreement from the child's parent/guardian will be provided agreeing to check and maintain the child's equipment in accordance with the manufacturer's instructions, restocks supplies, and remove material to be discarded from the facilities on a daily

basis. All materials to be discarded will be kept locked at the Clubhouse until it is given to the child's parent/guardian for disposal.

Parental Responsibilities

1. Provide staff with complete medical history and current information about their child's health and condition.
2. Provide written documentation from a professional medical provider detailing medical care and medication administration instructions and protocols.
3. Provide staff with all required medications approved by child's medical provider(s) which are to be taken at daycare, such as insulin, Omni Pod instructions etc.
4. Provide staff with materials and equipment necessary for diabetes care and care tasks, including emergency glucagon supplements (if needed), blood glucose testing, insulin administration equipment (if needed), and urine ketone testing.
5. The parent/guardian is responsible for the maintenance of the blood glucose testing equipment (i.e. cleaning and performing controlled testing per the manufacturer's instructions) and should provide the materials necessary to ensure proper disposal of materials.
6. Provide information about children's daily meal/snack restrictions and schedule.
7. Work with staff to develop an individualized health care plan which accommodates their child's health care needs.
8. Replace medications/supplies as they expire or when they are completely used up.

Staff Training and Responsibilities

1. Annual training (at the beginning of school year/summer program and/or as diabetes management plan changes) will be administered to all school-age staff who are certified at the specific site that will include but is not limited to the overview of diabetes, how to recognize and respond to hypoglycemia (low blood glucose) and hyperglycemia (high blood glucose) and who to contact for help in an emergency by a certified nurse consultant.
2. Training material will be updated at least every three years when a child with diabetes who requires finger stick blood glucose testing is present at the facility.
3. Training designed for childcare personnel who have responsibility for the student with diabetes, specific instructions for what to do in case of an emergency, roles and responsibilities of individual staff members, expanded overview of diabetes, procedures and brief overview of the operation of devices (or equipment) commonly used by students with diabetes, impact of hypoglycemia (low blood glucose) or hyperglycemia (high blood glucose) on behavior, learning, and other activities.
4. Have knowledge of the student's Individualized Health Care Plan (IHP), 504 Plan, IEP, or other education plan, the student's emergency care plans and how to activate emergency medical services in case of a diabetes emergency, general training on diabetes care tasks: blood glucose monitoring, ketone testing (urine and blood), insulin administration, glucagon administration and basic carbohydrate counting.
5. Review of health records submitted by parents/guardians and physicians
6. Review Monitoring of Diabetes Policy with parents/guardians.
7. Communicate directly and regularly with parents/guardians to ensure that their child's individual diabetes management plan is current.
8. Staff trained to 1) perform finger stick blood glucose monitoring and record the results; 2) take appropriate actions for blood glucose levels outside of the target ranges as indicated in the student's Diabetes Medical Management Plan; and 3) test the urine or blood for ketones, when necessary, and respond to the results.

Proper storage, maintenance and disposal of testing materials and supplies

1. All needles, lancets, and other supplies you may have to use while testing is disposed of in an appropriate sharps' container.
2. The parent/guardian is responsible for the maintenance of the blood glucose testing equipment (i.e., cleaning and performing controlled testing per the manufacturer's instructions) and should provide materials necessary to ensure proper disposal of materials.
3. Keep medications in easily accessible and secure locations, out of the reach of other children.

4. Parent/guardian must remove all sharps from the Clubhouse program daily.

Record Keeping

1. The diabetes record will be documented after each finger stick, patterns of blood glucose values, food intake, bolus and ketones will be documented on the Glucose Monitoring Record Form daily. The parent/guardian will sign the form when the form is completed. Parents are notified immediately of high and low sugars. Glucose Monitoring Record Form should be kept at the facility with the diabetes supplies for the staff or child to record test results; blood glucose values should be transmitted to the parent/guardian for review as often as requested.

Reporting test results, incidents and emergencies to the child's parent(s) and the child's physician, physician assistant or advanced practice registered nurse.

1. Parent/guardian shall be notified immediately by phone call of any incidents and/or emergencies, and they shall be documented in writing on the child's Glucose Monitoring Record Form that may happen with the child. Parents will then notify the child's physician, physician assistant or advanced practice registered nurse.

Location where tests occur that is respectful of the child's privacy and safety needs.

2. The testing location will occur in a location that is respectful of the child's privacy and safety needs.

Injectable Medications

Before the Boys & Girls Club of Bristol staff may administer injectable medications, they shall have successfully completed a training program on the administration of injectable medications by a premeasured, commercially prepared syringe. The trainer, who shall be a physician, physician assistant, advanced practice registered nurse or registered nurse, shall assure that the director, Clubhouse Coordinator, and trained program staff understand the indications, side effects, handling and methods of administration for injectable medication. Thereafter, on a yearly basis, the Boys & Girls Club of Bristol dedicated trained staff shall have their skills and competency in the administration of injectable medication validated by a physician, physician assistant, advanced practice registered nurse or registered nurse. Injectable medications shall only be given in emergency situations, by a premeasured commercially prepared syringe. The facility shall have staff trained in the use of an automatic prefilled cartridge injector or similar automatic injectable equipment used to treat an allergic reaction on site during all hours when a child with a prescription for an automatic prefilled cartridge injector or similar automatic injectable equipment used to treat an allergic reaction is on-site.

Potty Trained

All medical and developmentally able students are expected to handle their own toileting (knowing when they need to use the restroom, asking or stating that need, handle clothing removal/replacement, and change clothes if needed) and cleaning (wiping properly, washing hands) on their own or with verbal cues. It will be your responsibility to provide all the items needed to keep your child clean and dry throughout their time in our program. Parent/guardians may be asked to supply an extra change of clothes for unexpected accidents. If accidents continue, increase, or your child appears to be struggling with independent toileting, we may need to withdrawal from care until your child is toilet trained.

Child Abuse and Neglect Policy

Per State of Connecticut Statutes/Regulations, abuse and neglect is a non-accidental physical or mental injury, sexual abuse or neglect of a child under the age of 18 by a person responsible for the child's health, welfare, care, or by a person given access to the child by the responsible persons. Staff will be required to attend bi-annual staff meetings, held in June and September, focusing on the steps for reporting suspected abuse and neglect; the

organization's policies, documentation requirements and records to be maintained, prevention and detection of abuse and neglect. All new staff hired will be trained in these procedures within 1 week of employment and bi-annually.

Provisions for informing parents of the facility's abuse and neglect policy and procedure and reporting requirements as a mandated reporter. Our childcare facility has a responsibility to prevent child abuse and neglect of children enrolled in the program or facility. The forms of abuse and neglect include physical abuse, sexual abuse, emotional abuse, neglect and at-risk.

If an employee suspects the possibility of abuse/neglect, the following reporting procedure must be followed:

1. The reporter shall call the hot line (1-800-842-2288) to make an oral report of suspected abuse to DCF within 12 hours.
2. The reporter will report the suspected abuse to his/her immediate supervisor. Any incident involving the School-Based Before & After School program will be reported to the Director of School-Based Programs, CEO or his/her designee will be notified immediately of any reports.
3. A written report is to be filed within 24 hours to DCF by the reporting staff member. All documentation and records may be maintained and stored in the Director's confidential files pending the allegation process.
4. As per state statute, any staff person making a report in "GOOD FAITH" is immune from any liability, civil or criminal action. However, the person may be subject to a penalty if making a false claim.

If the suspected abuse/neglect involves an employee or volunteer of the BBGC, additional procedures will be instituted:

The BBGC Organization supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child.

1. The Director of School-Based Programs will be immediately notified.
2. The Director of School-Based Programs will notify the CEO or his/her designee.
3. The CEO or his/her designee will immediately notify the Chief Volunteer Officer of the Board of Directors.
4. The CEO or his/her designee shall have the option of immediate suspension with pay or reassignment of the employee named.
5. The CEO or his/her designee may schedule a meeting with the School-Based Directors, Human Resources Director and any other members deemed appropriate by the CEO.
6. The Director of School-Based Programs will notify the Office of Early Childhood (OEC) and then the Department of Children and Families (DCF) of the allegations within 12 hours of the report.

Staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e).

The procedure for protecting the child during an allegation involving a staff person:

1. The staff person(s) involved will be removed from the site that the child attends during the investigation.
2. The parents of the child will be notified immediately and informed of the allegation by the Director of School-Based Programs and/or by the CEO or his/her designee.
3. The child and family may be counseled and supported emotionally by the staff.
4. If additional support is needed for the child and family, outside resources will be referred and implemented (i.e. Wheeler Clinic, 211, etc.)
5. Our social service consultant may be contacted for advice concerning allegations, both for family support and staff support.

The procedure for protecting the child during an allegation involving a parent or others:

1. The staff will notify the Director of School-Based Programs of the child's well-being.
2. The staff will make the child comfortable and maintain the routine for the child's emotional care.

3. If possible, our health consultant (trained nurse) will be asked to assist in the preliminary examination of the child to identify any unusual bruises or marks. If they are not available to examine the child, the Director of School-Based Programs or his/her designee and another staff member will do so.
4. At the discretion of the Director of School-Based Programs, a parent may be notified of the suspected allegation.
5. If the Department of Children and Families has not arrived to investigate the allegation before the parent arrives, the Director of School-Based Programs will request that the parent leave their child in the care of the childcare staff until DCF arrives to ensure the child's safety. If the parent insists on removing their child from the program, the childcare staff or Director of School-Based Programs will not restrain the child from the parent and will inform DCF of the release when it occurs.

Supervision of Children

Developmentally appropriate child to staff ratios shall be met during all hours of operation, including field trips. Clubhouse Coordinators will instruct program staff on proper placement of staff to ensure the best observation, incident/accident prevention, interaction and supervision of children in both indoor and outdoor locations. No child shall be left alone or unsupervised at any time while on the premises. Individual support and extra attention are needed during individual and group transitions. It is essential that every child be accounted for throughout the day during the time that he or she is in our care. This is particularly important when we are moving children between areas (program space, indoors to outdoor, on/off the bus etc.) Clubhouse staff must know the exact head count of all members and be able to identify those children in their care. ***Clubhouse staff shall supervise by positioning themselves to see as many children as possible; engaging with children while children are at play.***

Childcare staff are responsible for inspecting the licensed space and playground area daily prior to use by children. This is to ensure a safe play area that is free of broken glass, broken or unsafe equipment or other environmental hazards. This inspection is required for all indoor and outdoor environments.

• A staff to child ratio of 1 staff per 15 children shall be maintained at all times (indoors and outdoors). At least two staff members shall be present at all times. A ratio of 1:6 will be followed on any water field trip. No 1 on 1 (Club member/staff) alone is permitted. During transitions, staff must follow the rule of "***3 and Me***". One staff member and 3 Club members.

• Group size shall not exceed 30 children.

• Staff shall remain awake and alert at all times while supervising children. Cell phone use is not permitted while staff are supervising children.

• In certain circumstances, when taking children out to the playground, children may have to cross an area that motor vehicles use. If there is an existing traffic barrier available, the site supervisor must ensure that the barrier is closed in a way that prevents traffic from entering the area. If there is no existing traffic barrier, club staff shall place traffic cones along the route children travel to the playground in such a manner that the operator of a motor vehicle would distinguish that the area is designated for pedestrian traffic only. The traffic cones will be in place prior to children being escorted outside to the playground area.

• Children are escorted inside by staff to use the bathroom as needed; children are never allowed to go indoors or outdoors alone. Ratios and the rule of 3 and me are to be maintained at all times.

• While indoors or outdoors staff shall position themselves around the perimeter of the area and staff shall rotate around the space to monitor children. Staff will be vigilant, engage with Club members at all times and position themselves so their back is not turned away from a child.

• While a child is in the bathroom, a staff member positions himself or herself outside the door to monitor the child. Staff to child ratios are to be maintained at all times.

• Clubhouse staff will ensure and monitor that all children are using age-appropriate music, computer games, gamming device games and the Clubhouse staff will only show age-appropriate movies during special occasions.

***Also refer to our Field Trips and Summer Program Field Trip Policy for our Field Trip and Swim Supervision Policy**

Bus Supervision for Field Trips or Emergency Evacuations

To ensure the safe departure and arrival of our children (or any child arriving by bus), a staff member shall be assigned to monitor the daily bus schedule. This staff member is responsible for checking any notes noted in the attendance log or checking attendance in Procare. Staff shall escort the children to and from the bus at all times; no child shall be allowed to board or disembark the bus without staff present. Names of the children are known by all staff members in the program and attendance shall be taken ensuring all children are present at all times. Head counts are routinely done every 30 minutes. When children leave the program/field trip to board the bus, staff member(s) shall check each child in and escort them to the bus and monitor them until all have boarded the bus and while on the bus. The staff to child ratio of 1 to 15 shall be monitored for all escorts to and from the bus.

Attendance shall be taken ensuring all children are present. Names of the children are known by all staff members in the program. Head counts are routinely done every 30 minutes. Modifications to attendance sign-in/sign-out sheets should be noted immediately when a child leaves or returns. Communication between staff members regarding the number of children in attendance is done at arrivals, departures and transitions.

Under no circumstances shall a staff member accept any information as valid that pertains to a child's whereabouts except from the School-Based Director or designee while on a field trip or Emergency Evacuations. The word of the bus driver or any other child is considered invalid. If a parent has failed to inform us of their child's illness or schedule change, please remind them of the importance of informing the program of these changes.

If transportation is being arranged from an outside agency, a representative must escort the child into the Clubhouse and sign the child in on the attendance log and a representative must come into the Clubhouse to sign the child out of the program. The representative must present a valid ID from the agency that they are affiliated with, and the agency/representative must be listed on the child's emergency contact list.

Section 4: Children with Disabilities and Reasonable Modifications

Prohibition of Discrimination on the Basis of Disability

The Boys & Girls Club of Bristol is committed to making its programs and activities available on a nondiscriminatory basis, as required by the Americans with Disabilities Act (ADA).

BBGC will not discriminate against any individual on the basis of disability with regard to the full and equal enjoyment of its goods, services, facilities, privileges, advantages or accommodations.

BBGC will also make reasonable modifications in policies, practices, or procedures, when the modifications are necessary to avoid discrimination on the basis of disability, unless BBGC can demonstrate that making the modifications would fundamentally alter the nature of its services. If you make a request for a reasonable modification, BBGC will individually assess the needs of the individual about whom the request is made. On rare occasions, BBGC may request more documents to better understand the needs of the person about whom the request is made. BBGC will respond in writing to your request for a modification within 7 days (or within 30 days if BBGC requests additional documents to evaluate the request). If the request is denied, BBGC will also provide the reason(s) for the denial in writing to you. If a request for a reasonable modification is granted, BBGC must train relevant employees and staff on the nature of the modification(s) they need to provide.

If you have any questions about this policy and/or to make a request for a reasonable modification based on disability, please contact the School-Based Directors Barbara at barbara@bbgc.org (860) 540-3140 or Amanda at: amanda@bbgc.org (860) 540-3110. For more information about the ADA and your rights, please visit www.ada.gov.

Enrollment of Children with Disabilities and other Special Needs

The Boys & Girls Club of Bristol does not discriminate on the basis of disability in providing programs or services to children with disabilities or chronic medical conditions. The Club will provide reasonable modifications to its policies, practices, and procedures when necessary to give a child with a disability an equal opportunity to participate in the Club's programs, unless the Club determines, after an individualized assessment conducted by the School-Based Directors or designee, that the requested modification would fundamentally alter the nature of the program or would impose an undue burden, to the extent applicable under governing law.

During the registration process, families will be asked questions in Procare regarding any disability-related needs, medical conditions, allergies, medications, behavioral support, communication methods, or other circumstances their child may have so that the Club can identify reasonable modifications or supports that may enable the child to participate safely and meaningfully in the program. The purpose of these questions is to identify appropriate support, not to discourage or prevent the enrollment of a child because of disability. Families are not required to disclose a diagnosis if they provide the information reasonably necessary for the Club to understand the child's functional needs and consider appropriate modifications.

If the family discloses such a need the Club may contact the family or schedule a meeting to discuss and, when appropriate, develop an Individual Plan of Care (IPC). An IPC will be required only when reasonably necessary to address the child's identified needs or to evaluate potential modifications and will not be used as a categorical condition of enrollment for children with disabilities. When reasonably practicable, the Club will conduct this process promptly and in a manner that avoids an unnecessary delay in the child's enrollment or participation.

During this process, the family may share information about their child's specific functional needs and special services or supports the child currently receives. Families are encouraged but are not categorically required to provide, relevant portions of the child's Individualized Education Program (IEP), Section 504 Plan, behavioral or safety plan, or other relevant records when that information would assist the Club in understanding the child's needs or identifying reasonable modifications. The Club does not require a child to have an IEP, Section 504 Plan, medical diagnosis, or particular school placement to be eligible for reasonable modifications.

Parents and guardians must provide medical directives and other information reasonably necessary for the Club to administer medication, address known medical needs, and respond appropriately to a foreseeable medical emergency. The Club will request only information reasonably related to the child's participation, health and safety, or the evaluation and implementation of potential modifications. Disability-related and medical information will be maintained confidentially and disclosed only to personnel or consultants who have a legitimate need for the information, except as otherwise authorized or required by law.

If a child is currently receiving services through the Board of Education and has an IEP, Section 504 Plan, or other school-based support plan, the Club may ask the parent or guardian to authorize communication with appropriate educators or service providers when such communication would assist the Club in understanding the child's functional needs or identifying reasonable modifications. Except where otherwise permitted or required by law, the Club will not contact a school, provider, or other third party without the parent's or guardian's written authorization. A parent's decision not to authorize third-party communication will not, by itself, result in a denial or termination of enrollment. The Club may, however, ask the parent or guardian to provide other reasonably available information needed to evaluate or implement possible modifications through written permission by completing a Permission to Obtain/Release Information Form.

With the parent's or guardian's authorization, the Club may permit an educator or other qualified professional to observe the child in the Club's program environment when an observation would assist the individualized assessment. The Club will coordinate any observation with the family and may request that the parent or guardian be present when reasonably appropriate.

After completing the individualized assessment, the Club will determine whether reasonable modifications are available that would afford the child an equal opportunity to participate without fundamentally altering the nature

of the program, imposing an applicable undue burden, or creating a direct threat that cannot be eliminated or reduced to an acceptable level through reasonable modifications. The Club will communicate its determination to the family in writing and, when a requested modification cannot be provided, will discuss whether an effective alternative modification is available.

Individualized Assessment and Participation Decisions

The Boys & Girls Club of Bristol will make an individualized assessment of the child's functional needs and the reasonable modifications that may be available. The assessment may include consultation with the Club's Social Service Consultant or another appropriately qualified professional. The Club will not exclude or otherwise discriminate against a child because of disability unless, after an individualized assessment based on objective and reasonably current information, the Club determines that:

1. the child would pose a direct threat to the health or safety of the child or others that cannot be eliminated or reduced to an acceptable level through reasonable modifications;
2. a requested modification would fundamentally alter the nature of the program;
3. a requested auxiliary aid or service would fundamentally alter the program or impose an undue burden, to the extent those standards apply; or
4. another lawful, nondiscriminatory basis exists for the decision.

A direct-threat determination will consider the nature, duration, and severity of the potential harm; the likelihood that the harm will occur; the imminence of the potential harm; and whether reasonable modifications would eliminate or sufficiently reduce the risk. A remote, speculative, or generalized possibility of harm will not be sufficient.

In making an enrollment, modification, suspension, or termination assessment, Club personnel will not rely on unfounded preconceptions, fears, generalizations or stereotypes about what children with disabilities can or cannot do, how much assistance they may require, their diagnoses, their educational classifications, or the experiences of other children with similar disabilities. The Club will consider the child's actual abilities and needs in the Club's program environment.

Families are expected to provide accurate information reasonably necessary to address a child's known medical, behavioral, communication, or safety-related needs and to participate in good faith in the individualized assessment process. The Club will not deny or terminate enrollment merely because a family did not disclose a diagnosis or did not provide an IEP, or Section 504 Plan. If the Club lacks information reasonably necessary to evaluate or implement a modification, it will identify the information needed, explain its relevance, and give the family a reasonable opportunity to provide the information or an appropriate alternative.
Enrollment may be suspended or terminated only where, after engaging with the family and considering reasonable modifications, the Club determines that:

1. the family knowingly withheld or materially misrepresented information necessary to address a significant and reasonably foreseeable health or safety risk;
2. the child poses a direct threat that cannot be eliminated or sufficiently reduced through reasonable modifications;
3. continued participation would require a fundamental alteration of the program or would impose an applicable undue burden; or
4. the child cannot satisfy a neutral and generally applicable program requirement even with reasonable modifications.

Any suspension or termination decision based on disability-related needs will be supported by an individualized assessment and will not be based solely on diagnosis, disability label, school placement, receipt of special-education services, or prior use of a paraprofessional or other support provider.

Individual Assistance and One-to-One Support

The fact that a child receives special-education services, participates in an alternative or self-contained educational environment, has an IEP or Section 504 Plan, or receives paraprofessional or one-to-one assistance during the school day will not automatically require the child to have one-to-one assistance in the Club's program. School services may inform, but will not control, the Club's individualized assessment because the Club's activities, environment, schedule, staffing, and program objectives may differ from those of the child's school.

When considering whether a child requires additional assistance, the Club will evaluate the child's actual functional needs in the Club's program, the nature of the Club's activities, the modifications and supports available through existing staff and program resources, and the effectiveness of possible alternative modifications. The Club will not require a family to provide one-to-one aide unless an individualized assessment establishes that the child needs personal or individually assigned assistance beyond the reasonable modifications, auxiliary aids, or services the Club is legally required to provide. The Club will not charge a child with a disability or the child's family a surcharge for measures, reasonable modifications, or auxiliary aids and services that the Club is legally required to provide. The Club will not shift the cost of ordinary staff assistance, staff training, policy modifications, or other required measures to the family merely because those measures relate to disability.

If the individualized assessment establishes that the child requires personal services or continuous individually assigned assistance that the Club is not legally required to provide because providing it would fundamentally alter the program or impose an applicable undue burden, the Club will discuss possible alternatives with the family. Subject to reasonable program, qualification, confidentiality, and safety requirements, those alternatives may include permitting an aide or support provider selected and funded by the family or another available third-party funding source. The availability of a family-funded aide will not relieve the Club of its independent obligation to consider and provide reasonable modifications for which it is responsible.

Any outside aide or support provider must satisfy reasonable, neutral, and generally applicable requirements concerning background checks, qualifications, confidentiality, conduct, supervision, and compliance with Club policies. The Club will not require the child's parent, guardian, or another family member personally to serve as the child's aide as a condition of enrollment.

When a one-to-one aide or another modification is implemented, the Club may use a reasonable trial or review period to evaluate its effectiveness. The length and conditions of the review period will be based on the circumstances and communicated to the family. During the review period, the Club will consider objective information about whether the arrangement affords the child meaningful access to the program and appropriately addresses identified health or safety concerns.

Continued participation in the program with a one-to-one aide will not be conditioned solely on the subjective judgment of a School-Based Director or staff member. The Club will evaluate the arrangement through an individualized process, in consultation with the family, and will consider objective observations, relevant professional information supplied or authorized by the family, and the availability of reasonable modifications.

Club may modify or discontinue an accommodation when objective information demonstrates that it is ineffective, is no longer necessary, creates a direct threat that cannot be sufficiently reduced, fundamentally alters the nature of the program, or imposes an applicable undue burden. Before modifying or discontinuing accommodation, the Club will ordinarily notify the family, explain the concern, engage in interactive discussion, and consider whether another effective reasonable modification is available. When immediate action is reasonably necessary to address a significant and imminent health or safety risk, the Club may take temporary protective measures while completing the individualized assessment. Any temporary measure will be no more restrictive than reasonably necessary, will not be based on stereotypes or generalized fears, and will be reviewed promptly.

Requests, Decisions, and Reconsideration

A parent or guardian may request a reasonable modification orally or in writing and need not use the words "reasonable modification," "ADA," or "Section 504." The Club may request reasonable documentation when the disability or the need for the requested modification is not apparent, but it will not request information that is unnecessary or unrelated to evaluating the request.

The Club will communicate, in writing, decisions concerning requested modifications in reasonably understandable language. If the Club denies the requested modification, requires different support, suspends enrollment, or terminates participation for disability-related reasons, it will, when appropriate and legally permissible:

1. identify the requested modification and the information considered;
2. explain the basis for the decision;
3. identify any alternative modifications considered or offered; and
4. provide the parent or guardian an opportunity to submit additional information or request reconsideration.

The Club will respond in writing to requests for a modification within 7 days (or within 30 days if the Club requests additional documents and information to evaluate the request.) No child or family will be subjected to retaliation, coercion, intimidation, interference, or adverse treatment for requesting a reasonable modification, disclosing a disability-related need, participating in the individualized assessment process, or raising a good-faith concern about disability discrimination.

If a parent or guardian has any questions about this policy and/or wants to make a request for a reasonable modification based on disability, they should contact Barbara Dalton, barbara@bbgc.org, (860) 540-3150 or Amanda Wiegert, amanda@bbgc.org, (860) 540-3110. And for more information about the ADA and the rights it protects, please visit www.ada.gov.

Child Suspension and Termination

When a child's conduct, needs, or circumstances materially interfere with the safe or effective operation of the program, the Boys & Girls Club of Bristol may suspend or terminate the child's participation, subject to the standards described in this entire Section 4. When the conduct, need, or circumstance may be related to a disability or medical condition, the Club will conduct an individualized assessment and consider whether reasonable modifications could eliminate or adequately reduce the identified concern before terminating the child's participation. Suspension or termination decisions will be based on the relevant facts and circumstances, including the nature, frequency, severity, and duration of the conduct or concern; the likelihood and seriousness of potential harm; the effectiveness of prior interventions; and whether reasonable modifications or other appropriate measures would adequately address the concern. Decisions will not be based on unfounded fears, assumptions, generalizations, or stereotypes concerning a disability or medical condition.

When reasonably appropriate under the circumstances, the Club will communicate the concern to the child's parent or guardian, identify the conduct or circumstances requiring attention, and provide a reasonable opportunity for the family to participate in identifying possible corrective measures or reasonable modifications. Depending on the nature and severity of the concern, such measures may include staff consultation or training, changes to routines or activities, behavioral or communication supports, environmental adjustments, a safety plan, or other reasonable modifications.

Termination may be immediate if the Club determines based on the particular facts and objective information reasonably available, that immediate action is necessary to address a significant and imminent risk of serious harm to the child or others, significant property damage, or a material disruption that prevents the Club from safely operating the program. When a disability or medical condition may be involved, immediate termination will occur

only if the risk cannot be eliminated or adequately reduced through reasonable modifications or less restrictive interim measures.

When circumstances permit, the Club may first impose an immediate temporary suspension while it gathers additional information, communicates with the family, conducts any required individualized assessment, and considers whether reasonable modifications or other corrective measures would adequately address the concern. A temporary suspension will be no broader or longer than reasonably necessary to address the immediate concern and complete that review.

In other situations, the Club ordinarily will provide reasonable advance notice of termination. When practicable, the Club may provide up to two weeks' notice to allow families reasonable time to secure alternative childcare arrangements. The amount of notice, if any, will depend on the nature and severity of the circumstances; the effect of continued participation on the child, other participants, staff, and program operations; and whether interim measures can adequately address the concern. Nothing in this policy guarantees continued participation during a notice period when the Club reasonably determines that continued participation cannot be managed safely or effectively.

When possible, the Club will make reasonable efforts to provide publicly available recommendations or resources for alternative care options. Providing such information does not constitute a representation, warranty, endorsement, or guarantee concerning the availability, suitability, safety, accessibility, quality, or cost of any alternative provider or service.

The Boys & Girls Club of Bristol reserves the right, following review by the Director of School-Based Programs, the CEO, or an authorized designee, to suspend or terminate childcare services on a lawful and nondiscriminatory basis, including when:

1. a child engages in conduct that presents a significant risk of serious harm to the child, or others and the risk cannot be eliminated or adequately reduced through reasonable modifications;
2. a child repeatedly engages in conduct that materially disrupts program operations or materially interferes with the safety, rights, or participation of others, and reasonable interventions or modifications have not adequately addressed the conduct;
3. a child causes, attempts to cause, or makes a credible threat of significant physical injury or significant property damage;
4. the family fails to comply with a material health, safety, enrollment, payment, attendance, or program requirement that is neutral and generally applicable, after consideration of any reasonable modification required because of disability;
5. a parent, guardian, or other person associated with the child engages in threatening, violent, abusive, harassing, discriminatory, or materially disruptive conduct toward a child, family, employee, volunteer, contractor, or other person involved in the program;
6. a parent, guardian, or other person associated with the child repeatedly and materially interferes with program operations or repeatedly violates material program rules after receiving notice of the concern and a reasonable opportunity to correct it, when circumstances permit;
7. a parent or guardian knowingly provides materially false or misleading information, or knowingly withholds information reasonably necessary to address a significant and foreseeable health or safety concern; or
8. continued participation would require a fundamental alteration of the nature of the program or otherwise would not be required under applicable law.

A child will not be suspended or terminated solely because of the child's disability, diagnosis, medical condition, educational classification, school placement, receipt of special-education services, use of a paraprofessional or other individualized support, or request for a reasonable modification. Disability-related conduct will not automatically be treated as misconduct warranting termination. The Club may, however, apply neutral health, safety, and conduct requirements when those requirements are necessary for the safe and effective operation of the program, provided that the Club considers any reasonable modification required by applicable law.

The Club will not suspend, terminate, or otherwise adversely treat a child or family because the child or family requested a reasonable modification; disclosed a disability or medical condition; participated in the individualized-assessment process; opposed conduct reasonably believed to be discriminatory; or made, assisted with, or participated in a good-faith complaint concerning disability discrimination. Nothing in this paragraph prevents the Club from addressing independently actionable conduct by a parent or guardian, provided that the decision is based on that conduct and not on protected advocacy or activity.

When reasonably practicable and consistent with applicable confidentiality requirements, the Club will communicate a termination decision to the parent or guardian and provide a general explanation of the principal reason for the decision. The Club may consider additional relevant information supplied by the family, but the filing of a request for reconsideration will not automatically delay or reverse a suspension or termination.

Suspension or termination from the School-Based Program will not automatically make a child ineligible for the West Street Great Futures Program or another Club program. The Club may consider the facts and circumstances underlying the prior suspension or termination when evaluating enrollment in another program, but it will make a separate, individualized determination based on the nature of the requested program, the child's current circumstances, any reasonably available information, and whether reasonable modifications would permit participation.

Behavioral Support and Participation

The Boys & Girls Club of Bristol recognizes that children develop, communicate, learn, regulate emotions, and interact with others in different ways. A child may have developmental, behavioral, communication, sensory, physical, medical, social, emotional, or other individual needs that affect the child's participation in Club activities. A developmental difference, disability, diagnosis, medical condition, educational classification, or receipt of special-education services will not, by itself, be treated as misconduct or as a basis for denying, suspending, or terminating participation.

Some conduct may require staff intervention because it creates a health, safety, supervision, or program-participation concern. Depending on the particular circumstances, examples may include:

1. biting, hitting, pushing, kicking, spitting at another person, throwing dangerous objects, or other physical aggression;
2. to injure oneself or another person;
3. leaving or attempting to leave a supervised area or the Clubhouse without authorization;
4. credible threats of significant physical harm or significant property damage;
5. significant or repeated destruction of property;
6. verbal conduct that is threatening, abusive, or materially disruptive;
7. outbursts, dysregulation, or other conduct that presents a material safety concern or substantially interferes with the child's or others' ability to participate in the program; or
8. repeated refusal or inability to comply with material health or safety directions, after consideration of the child's age, developmental level, communication abilities, disability-related needs, and any reasonable modifications that may be appropriate.

The presence of one of these behaviors will not automatically result in removal, suspension, or termination. Staff will evaluate the conduct based on the particular circumstances, including its nature, frequency, duration, severity, precipitating circumstances, consequences, and relationship, if any, to a disability or medical condition. Ordinary childhood behavior, isolated minor rule violations, age-appropriate conduct, disability-related communication, and conduct that can be addressed through reasonable staff intervention will not be treated in the same manner as conduct presenting a material health, safety, or operational concern.

Physical Intervention

Club staff will not use physical restraint, seclusion, corporal punishment, humiliation, threats, or the withholding of basic needs as discipline, punishment, retaliation, or for staff convenience. Staff will use preventative, supportive, and less restrictive interventions whenever reasonably available and appropriate.

Physical restraint may be used only by staff who are authorized and appropriately trained under applicable law and Club policy, and only as an emergency intervention when staff reasonably believe that immediate physical intervention is necessary to prevent imminent physical injury to the child or another person. Physical restraint will not be used solely to address noncompliance, verbal conduct, property damage that does not create an imminent danger of physical injury, disruption, refusal to participate, or an attempt to leave an area unless the circumstances present an imminent risk of physical injury.

Any physical intervention must be proportionate to the immediate risk, use the least restrictive method reasonably available, and last no longer than necessary to address the imminent danger. The Club prohibits any restraint that restricts breathing or communication, places pressure on the neck, throat, chest, lungs, diaphragm, or back, or otherwise constitutes a life-threatening restraint. Staff will continuously monitor the child's physical and emotional condition during any permitted physical intervention.

Any use of physical restraint or emergency physical intervention will be reported, documented, reviewed, and communicated to the child's parent or guardian in accordance with applicable law, licensing requirements, and Club procedures. Any injury or suspected injury will be addressed promptly, including through appropriate medical assistance.

Individualized Behavioral Support

The Boys & Girls Club of Bristol's School-Based Program will work collaboratively with the child and the child's parent or guardian to understand and address material behavioral, developmental, communication, medical, sensory, emotional, supervision, or safety concerns.

When the conduct or concern may be related to a disability or medical condition, the Club will make an individualized assessment and consider whether reasonable modifications may allow the child to participate safely and effectively. Depending on the circumstances, potential measures may include:

1. adjusting routines, transitions, schedules, or activities;
2. using developmentally appropriate directions, visual prompts, communication supports, or advance notice of transitions;
3. providing reasonable opportunities for breaks or access to a quieter environment;
4. using positive behavioral supports, redirection, de-escalation strategies, or an individualized support or safety plan;
5. making reasonable environmental or sensory adjustments;
6. providing relevant staff consultation or training;
7. consulting with the child's parent or guardian and, with appropriate authorization, relevant educators, medical providers, behavioral professionals, or other service providers; and
8. considering other reasonable modifications appropriate to the child and the Club's program.

The fact that a child requires additional attention, individualized support, or changes to ordinary practices will not, by itself, establish that the child must be excluded. A statement that the child's needs "exceed the program's resources," standing alone, will not constitute a sufficient basis for exclusion.

The Club may temporarily remove, suspend, or terminate a child only in accordance with its Suspension and Termination Policy and applicable law. When disability-related conduct or needs are involved, an exclusion decision will be based on an individualized assessment of whether:

1. the child presents a direct threat that cannot be eliminated or adequately reduced through reasonable modifications;
2. the modifications necessary for participation would fundamentally alter the nature of the program;
3. an applicable legal defense concerning a requested auxiliary aid or service has been established; or
4. another lawful, neutral, and nondiscriminatory basis supports the decision.

The assessment will be based on objective and reasonably current information concerning the particular child and the particular program. It will not be based on stereotypes, generalized fears, educational labels, diagnoses, prior difficulties involving other children, or assumptions about children with similar disabilities.

Behavioral Response Process

The step-by-step process for responding to material behavioral, supervision, and safety concerns is as follows:

1. Initial Support and Redirection

Club staff shall establish a calm, respectful, developmentally appropriate, and supportive interaction with the child. Staff should identify and address immediate safety concerns; use clear and reasonably understandable directions; provide positive reinforcement, redirection, or de-escalation support; and consider whether the child requires a communication, sensory, medical, or other reasonable modification. Staff should avoid escalating the interaction through unnecessary confrontation, threats, humiliation, or demands unrelated to immediate safety or program participation.

2. Separation, Relocation, and De-escalation

If the child is engaging in conduct that creates a material safety concern or substantial disruption and initial interventions have not adequately addressed the concern, staff members may relocate other children, remove dangerous objects, reduce environmental stimulation, or take other reasonable steps to protect the child and others.

Staff members will make sure that both the child and the group are safe. A staff member may invite or direct the child to move with staff to an appropriate supervised area when doing so is reasonably necessary for de-escalation or safety. The area will be safe, unlocked, appropriately lighted, and continuously supervised. It will not be used to punish, humiliate, threaten, or unnecessarily isolate the child.

Staff will not prevent the child from leaving the designated area through force, physical blocking, or another involuntary restriction unless an emergency physical intervention is authorized under the Physical Intervention section above. Staff will provide developmentally appropriate support and an opportunity for the child to return to ordinary activities as soon as the child can do so safely.

All children will be supervised at all times.

Staff will not require a child to demonstrate complete emotional calm, apologize, admit wrongdoing, or discuss an incident before returning to activities if the child can otherwise participate safely. Any discussion of the incident should occur at a developmentally appropriate time and in a manner that accounts for the child's communication abilities and disability-related needs.

3. Parent or Guardian Contact and Pickup

If the child's behavior continues to present a significant safety concern, causes a substantial disruption that cannot be adequately addressed through available interventions, or prevents the child from participating safely despite reasonable efforts, the Clubhouse Coordinator may call the parent or guardian to discuss the situation and, when reasonably necessary, request prompt pickup.

A pickup request will be based on the circumstances of the particular incident and will not be used as an automatic response to disability-related conduct. Before requesting pickup, staff will consider whether reasonable, less restrictive interventions can adequately address the immediate concern, unless the circumstances require immediate action.

A request for pickup is an interim safety or behavioral response and does not, by itself, constitute termination. Repeated early-pickup requests, shortened attendance, or informal exclusions based on disability-related conduct will be reviewed under the Club's reasonable-modification and individualized-assessment procedures. Such measures will not be used as a substitute for evaluating and providing reasonable modifications required by applicable law.

4. Emergency Contacts

If the parent or guardian is called and does not respond or cannot be reached, the child's emergency contact person will be called. Club staff will continue to supervise and support the child while attempts are made to reach an authorized person. Staff will document reasonable efforts to contact the parent, guardian, and emergency contacts. An inability to reach an adult immediately will not, standing alone, justify contacting emergency services.

5. Emergency Assistance

The Club may contact an appropriate crisis-support resource, including 211 or another available mobile crisis service, when staff reasonably determine that behavioral-health consultation or crisis assistance is needed and the circumstances do not require an immediate emergency response. The Club will not use a crisis resource merely as a disciplinary measure or solely because a parent, guardian, or emergency contact cannot be reached.

The Club will call 911 when staff reasonably believe that there is a medical emergency, an imminent risk of serious physical injury, or another emergency requiring immediate police, fire, or emergency medical assistance. The decision will be based on the actual circumstances and reasonably available information, not solely on a child's disability, diagnosis, communication method, developmental profile, or behavioral history.

When contacting crisis or emergency services, staff will provide relevant information concerning the immediate circumstances, known safety or medical concerns, effective communication methods, and known de-escalation strategies, to the extent appropriate and permitted by law. Staff will continue to supervise the child and use reasonable de-escalation measures until assistance arrives, unless doing so would expose staff or others to an imminent risk of serious harm.

6. Incident Documentation and Parent Notification

BBGC staff will document a material behavioral or safety incident on a Behavioral Incident Report Form, send the report via Procare to the parent or guardian, and provide the parent or guardian with a copy of the report.

The report should objectively document, as applicable:

1. the date, time, and location of the incident;
2. the activities and relevant circumstances immediately preceding the incident;
3. an objective description of the child's conduct, without diagnostic assumptions, stigmatizing labels, or speculative conclusions;
4. the immediate health, safety, supervision, or program concern;
5. the interventions and reasonable modifications attempted and the child's response;
6. whether the child or another person sustained or reported an injury;
7. whether physical intervention was used and, if so, its type, duration, purpose, and the employees involved;
8. the persons contacted, the time of each contact attempt, and the response received;
9. whether the child was picked up early or emergency or crisis services were contacted; and
10. any immediate follow-up measures or recommendations.

The report should distinguish observed facts from information reported by others. Staff should use neutral descriptions of conduct rather than terms such as "out of control," "manipulative," "violent," "bad," or "noncompliant" unless the report describes the specific observed conduct supporting the characterization.

The Club will maintain incident reports and related disability, medical, and behavioral information confidentially and will disclose such information only to personnel, consultants, emergency responders, or others who have a legitimate operational, safety, medical, accommodation-related, or legal need for it, except as otherwise authorized or required by law.

7. Post-Incident Review

Following a material or repeated behavioral or safety incident, appropriate Club personnel will review the incident to determine whether:

1. existing support strategies were properly implemented;
2. additional information from the parent or guardian is reasonably necessary;
3. the conduct may be related to a disability, medical condition, communication need, or other individual circumstance;
4. reasonable modifications or changes to an existing IPC, behavioral support plan, or safety plan should be considered;
5. staff consultation, training, or program adjustments may reduce the likelihood or severity of a similar incident;
6. a temporary suspension or other interim safety measure is necessary; or
7. the matter should be reviewed under the Club's Suspension and Termination Policy.

When appropriate, the Club will communicate with the parent or guardian and engage in an individualized process to consider reasonable modifications or alternative measures. A pattern of incident reports will not, by itself, establish that a child poses a direct threat or that continued participation would fundamentally alter the program. The Club will consider the circumstances underlying the incidents, the effectiveness of attempted modifications, and reasonably available alternatives.

8. Nondiscrimination and Nonretaliation

The Club will not discipline, remove, suspend, terminate, or otherwise adversely treat a child or family because the child or family requested a reasonable modification, disclosed a disability or medical condition, participated in an individualized assessment, questioned the adequacy of an accommodation, or made or participated in a good-faith complaint concerning disability discrimination.

Nothing in this section prevents the Club from applying neutral, legitimate, and nondiscriminatory health, safety, supervision, and conduct requirements or from responding to conduct that presents an actual material concern. When disability-related conduct is involved, however, the Club will consider its reasonable-modification obligations before imposing repeated removal, suspension, or termination, except when immediate action is reasonably necessary to address an emergency.

Child Discipline Policy and Behavior Management Guidelines

It is expected that all Boys & Girls Club of Bristol School-Based employees will implement positive techniques in the guidance of young children's behavior. All staff members will receive on-going or as-needed professional development in child behavior management. All staff members shall be responsible for managing child behavior using techniques based on CT Office of Early Childhood Child Care Licensing Regulation 19a-79-3a(b)(8) which states that:

- The operator and staff shall manage child behavior using techniques based on developmentally appropriate practice, including positive guidance, redirection, and setting clear limits that encourage children to develop self-control, self-discipline, and positive self-esteem.
- The operator shall document the techniques used to manage child behaviors in the facility that has been discussed with the child's parent/guardian prior to enrollment and reviewed as needed during the period of the child's enrollment.
- While children are in attendance at the program the operator and staff shall not engage in, nor allow abusive, neglectful, physical, corporal, humiliating, or frightening treatment or punishment, including but not limited

to spanking, slapping, pinching, striking, or shaking children and shall not tie nor bind children and shall not physically restrain children except for the protection and safety of the child or others, using least restrictive methods as appropriate.

Additionally, the Boys & Girls Club of Bristol School-Based positive behavior support system expects that all staff will:

- Post, educate children and families, and use in all behavior acknowledgement and correction the three core behavior expectations of safe, kind, and responsible
- Set clear limits on behavior that are consistently reinforced
- Speak to children in a respectful manner that is both kind and firm
- Use re-direction rather than "no" whenever possible
- Use choices when possible so that children comply with requests without resistance
- Use natural and logical consequences
- Employ conflict resolution between children rather than solving problems for them or forcing them to apologize
- Refrain from using food, beverage, or tokens as behavior management techniques
- Arrange the classroom environment for success so that it is manageable, safe, and so that a minimal number of restrictions are imposed and includes a quiet space where children can calm down and have space to themselves when needed.
- Use incremental interventions when problem behaviors occur:

1. Proximity (positioning yourself near the situation)
2. Contact (a gentle touch or eye contact to let the child know you are aware of his behavior)
3. Privacy (making corrections in an individual and personal way so the child is not embarrassed in front of peers)

It is the philosophy of the Boys & Girls Club of Bristol to use discipline methods to enhance a child's self-esteem, social development, and problem-solving skills. Our goal is to teach children self-control and pro-social behaviors through positive behavior support procedures. In this process, we support the child in learning to function both as an individual and as part of a group. The goal is for children to learn self- regulation so that they meet three behavior expectations: to **be kind**, **safe**, and **responsible**. Staff will implement positive behavior support procedures as detailed in the Discipline and Child Behavior Management Policy. No other behavior management systems or discipline techniques are to be used unless it's part of a school issued 504 Plan or Individual Education Plan (IEP) and they are approved by the School-Based Directors and the family.

Children's development and behavior are taken seriously at the Boys & Girls Club of Bristol. It is the responsibility of our staff and administration to provide a safe, supportive, and developmentally appropriate program to all children to the highest degree possible. Therefore, we will adhere to the following policies on Discipline and Child Behavior Management and accommodation of special developmental needs.

In the event the child's development or behavior remains a concern, the parent will be scheduled to meet with the School-Based Directors and/or the Clubhouse Coordinator to discuss an Individual Plan of Care (IPC) with the family or the possibility of evaluative services. These services may include, but are not limited to, any of the following:

- Health Care Specialist
- Health Consultant
- Mental Health Professional
- Education Consultant
- Bristol Youth Services
- Wheeler Clinic
- 211 Referral

No information about the child will be provided to these agencies or individuals without written consent from the parent/guardian utilizing our "Authorization for the Release of Confidential Information Form". Fees related to these services are the responsibility of the parent. Parent/guardian will be required to submit

evidence of contact/appointment within one week of referral or the child's attendance may be suspended. Our program agrees to cooperate with consultants and professionals in allowing them to make assessments of the child in his/her educational environment. The parent/guardian will provide the results and recommendations of assessments, per their signed agreement, for the appropriate program planning for their child. Follow-up meetings with the parent/guardian and a re-evaluation of the success of any recommendations for implementation will be noted on a minimum of a bi-weekly basis and sent to parents.

The decision to modify or continue programming will be determined by the behavior and success of the child's progress. In such cases where little or no progress is made, or in the case of noncompliance with this policy, parents/guardians will have 2 weeks to make new arrangements for childcare unless the child is a danger to himself or others, or disruptive to the program quality in which case dismissal shall be immediate.

Each child is responsible for adhering to the following rules of conduct:

- Children may not hit, kick, pinch, use foul language, maliciously spit at another child/staff member, or physically violate another staff member or child.
- Children should show due care to the property of their Clubhouse, West St. Site and any other facilities visited, and to the personal belongings of the staff and other children.
- Children may not cause unreasonable and consistent disruptions to the program.
- Children must follow staff instructions, particularly where safety is involved.
- Children must stay in supervised activity areas unless a staff grants permission to leave to another area. In addition, children are encouraged to show good sportsmanship, respect for self and respect for others.

If children do not adhere to one or more of these rules, the staff shall institute the following behavioral management techniques in order as follows:

1. Counseling and Redirection
2. Time outs / Cool off periods
3. Limiting privileged activities
4. Documentation of behavior on a Behavioral Incident Report form
5. Suspension from the program (duration TBD Clubhouse Coordinator or designee)

If the positive disciplining techniques are ineffective, a report must be logged on to a Behavioral Incident Report form. If the behavior continues, a suspension will be issued to the parents noted on our Behavioral Incident Report form.

Continued violations of our Discipline and Child Behavior Management Policy will result in notification of termination from the program indicated on our Behavioral Incident Report form. The Boys & Girls Club of Bristol reserves the right to terminate a child from the program at any time if they engage in persistent disorderly/disruptive conduct or if their behavior is endangering the child, other children, staff members or visitors.

Emergency Behavioral Procedures

In the case of a child who becomes overly aggressive or destructive at any time, program staff will adhere to the following procedures:

1. Staff will counsel and redirect the child to calm down.
2. Other children will be removed from the area to ensure their safety until the child has calmed down. A staff member will remain with the child; ratios will be maintained.
3. If the child's behavior remains out of control, parent/guardians will be called to assist or to remove the child from the program.
4. If parents/guardians do not respond or are unable to respond, Clubhouse staff will call 211 / 911 for assistance in the proper handling of the situation.

Behavioral Incident Reports

In the event of repeated misbehavior or behavior that is due to any unsafe behavior, a written Behavioral Incident Report form is required to document the incident. The parent/guardian is informed of these difficulties or events through the Behavioral Incident Report at the time of pick up. The reports written for misbehavior must be written objectively. The statement needs to provide action leading up to the behavior, the behavior itself, and action taken by staff. The Behavioral Incident Report needs to be signed by the parent/guardian, witnessing staff, Clubhouse Coordinator and dated. In the event that a parent/guardian is not picking up the child that day, the parent/guardian will be notified via Procare from the witnessing staff or Clubhouse Coordinator, that conversation will be documented in the child's log sheets in their Procare account. No staff member may discuss any incident involving a child's behavior with a non-family or family member without prior permission from the child's parent/guardian. A Behavioral Incident Report Form will be given to the School-Based Directors daily to review for content and initial reviewed. A copy of the Behavioral Incident Report will be kept on file in the child's file in the School-Based Administrative Office.

Anti-Bullying

The Boys & Girls Club of Bristol will not tolerate the mistreatment or abuse of any person involved with BBGC. In addition, BBGC will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.

***Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including*:**

a) Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.

b) Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.

c) Nonverbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.

d) Cyberbullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs).

Cyberbullying can involve:

• Sending mean, vulgar, or threatening messages or images.
• Posting sensitive, private information about another person.
• Pretending to be someone else in order to make that person look bad.
• Intentionally excluding someone from an online group.
• Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
• Sexualized bullying – when bullying involves behaviors that are sexual in nature.

Examples of sexualized bullying include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all BBGC children, families, staff and volunteers.

Accident Reports

Families will be notified in writing on an Accident Report Form of any situation where children are injured or involved in an accident that has caused harm to themselves or others. A phone call to parents/guardians will take place for any serious injuries. The Accident Report Form needs to be completed and signed by First Aid/CPR trained staff and signed and dated by the Clubhouse Coordinator. In the event that a parent/guardian is not picking up the child that day, the parent/guardian will be notified via phone call by the First Aid/CPR trained staff or Clubhouse Coordinator regarding any accident and a copy of the Accident Report Form will be sent to the parent/guardian via Procare. If the parent/guardian is picking up the child from the program, a copy of the Accident Report Form will be given to the parent/guardian to review and sign at pick up. No staff member may discuss any accident with a non-family or family member without prior permission from the child's parent/guardian. Accident Reports will be given to the School-Based Directors daily to review for content and initial for review. A copy of the Accident Report will be kept on file in the School-Based Administrative Office.

Section 5: Family Partnerships

Family Involvement / Access to Program and Facility

Our center has an open-door policy, in accordance with the school's policy. Parent/guardians are encouraged to visit their children whenever possible. The center also plans periodic educational, field trips and guest speakers that may do activities with the children. Volunteers are more than welcome.

Confidentiality

The Bristol Boys & Girls Club is committed to maintaining the confidentiality and privacy of all children and families enrolled in our programs. No information regarding a child or family will be shared with any individual or agency without the written consent of the parent or guardian, unless otherwise required by law.

Information collected during the registration process and throughout a child's participation in the program is used solely for program operations, recordkeeping, and applicable funding or reporting requirements. All information provided will be kept strictly confidential and maintained in a secure manner.

Only authorized staff will have access to confidential information, and all staff are expected to uphold the highest standards of privacy and professionalism when handling sensitive information.

Staff Communication with Parents

Staff members are always willing to communicate with families over questions and concerns***. Please feel free to contact program staff during business hours via email or Procare***. Contact information can be found in the index, or you may message your Clubhouse Coordinator in the PROCARE App.

Parental Behavior Expectations

The Boys & Girls Club of Bristol is committed to providing the best possible experience for our children and our guests, as well as assuring the safety and overall wellbeing of our children, parents, staff, and volunteers. To achieve this goal, a strong, positive relationship with parents is essential. Therefore, all parents are expected to conduct themselves in a responsible manner consistent with the values of integrity, open communication, and mutual respect. Parents should always model positive and responsible behavior and a commitment to ethical behavior. In doing so, they not only show children how to appropriately address issues and concerns, but they assure that there is no disrespectful treatment of theirs.

This policy covers a broad range of behaviors considered detrimental to the values and safety of our organization; these behaviors are not all-inclusive. Parents who display inappropriate behavior that disrupts our environment may call for administrative action including police involvement when indicated, involvement of legal counsel, or removal of a child from the program. We hope that all parents join us in exhibiting behaviors that reflect healthy choices, healthy lifestyles, and respect for others.

General acts of parental misconduct include:

• Any disruptive behavior or comments which are profane, insulting, harassing, sexist, abusive or disrespectful.
• Threating in any way, a staff member, visitor, parent or child.
• Approaching someone else's child in order to discuss or chastise them because of that child's actions towards their child.
• Smoking, taking drugs or consumption of alcohol on the premises.

Enforcement will be based on a careful, fair assessment of each situation and may result in termination of participation in programs.

Grievance – Complaint – Compliments

We strive to ensure that the day-to-day operations of our program are aligned with the current Connecticut Statues and Regulations for Child Care Centers and Group Child Care Homes, the Boys & Girls Club of Bristol Policies, Plans and Procedures, Philosophy and best practice. Our program works hard to ensure that all children, families, and program staff have a daily positive experience. Most problems within a childcare center are non-life threatening and can be resolved by:

1. Discussing the problem with the Clubhouse Staff.
2. Discussing the problem with the Clubhouse Coordinator.
3. Discussing the problem with the Director of School-Based Programs
4. Discussing the problem with the Chief Executive Officer (CEO)
5. If the problem is not resolved, you may contact the Connecticut Office of Early Childhood Licensing Division.

In case of abuse/neglect or life-threatening situations contact the Department of Children and Families at 1-800-842-2288 and the Connecticut Office of Early Childhood – Division of Licensing. All inspection reports and compliance letters are available for your inspection at the childcare program or by contacting the Connecticut Office of Early Childhood division of licensing at:

450 Columbus Boulevard Suite 302
Hartford, CT 06103
1(800) 282-6063 and 1(860) 500-4450
www.ctoec.org/contact-us/file-a-complaint

In case of abuse/neglect or life-threatening situations the program will call 911 or the Department of Children and Families (DCF) at (800) 842-2288 and the OEC Division of Licensing.

All inspection reports and corrective action plans are available for your review:

- At your childcare program
- Online at www.211childcare.org, or
- By FOI request from the OEC Licensing Division: https://oecct.govqa.us/WEBAPP/_rs/

BOYS & GIRLS CLUB
OF BRISTOL

Parent/Guardian Acknowledgement of the Bristol Boys & Girls Club Policies & Procedures

I, the parent/guardian of the minor child listed on this form, on behalf of myself, my child, our heirs, executors, and administrators, hereby release, waive, acquit, and forever discharge the Boys & Girls Club of Bristol and the Boys & Girls Clubs of America, including their representatives, successors, insurers, assigns, staff, directors, volunteers, and any other persons or entities associated with these organizations, from any and all liability, claims, demands, actions, or causes of action arising out of or related to any loss, damage, injury, illness, accident, or death that may occur as a result of my child's use of facilities owned or controlled by these organizations or participation in any Club activity, program, event, or transportation, whether on or off Club premises.

I understand and acknowledge that participation in Club activities involves inherent risks. In the event that my child sustains an injury, illness, or accident while participating in any Club program or activity, I agree that I am solely responsible for any and all medical expenses, emergency transportation costs, hospital bills, treatment expenses, rehabilitation costs, insurance deductibles, and any other costs or expenses arising from or related to such injury, illness, or accident. I further agree that the Boys & Girls Club of Bristol, Boys & Girls Clubs of America, and their affiliates shall bear no financial responsibility for such costs.

I have read, understand, and agree to adhere to the policies and procedures of the Boys & Girls Club of Bristol School-Based Program as outlined in this Family Manual and request that my child be admitted into membership.

If I do not want my child in photographs, data shared or marketing initiatives, I agree to notify the School-Based Directors in writing prohibiting my child's photo being used.

These policies & procedures and protocols are subject to change per the Governor's order, OEC Division of Licensing or childcare center needs.

Date: _____ Child's Name: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____

This form must be submitted with your complete registration materials.